

Work Study Job Description

Job Title	Office Assistant
Organization Name	Bellevue College
Job Location	Bellevue
Address	3000 Landerholm Circle SE Bellevue WA 98007
Pay Rate	\$12.00 - \$12.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Donna Sullivan
Phone Number	425-564-2305
Email Address	donna.sullivan@bellevuecollege.edu
Website	http://www.bellevuecollege.edu/

Nature of Organization

Community college

Duties and Responsibilities

Filing, copying, scanning, data entry, reception, errands, special projects, assisting with events, maintaining a clean and organized office, and other duties as assigned.

Minimum Qualifications

Computer literate, especially with MS Office, friendly and professional demeanor, able to remain calm in stressful situations, good organizational and communication skills, ability to take direction well from different people at various levels, able to follow through, prompt and consistent attendance is important.

Educational Benefits

The employee will gain experience contributing to the work of an executive office in a higher education environment including assisting visitors such as students, staff, and faculty. The employee will gain practical skills associated with MS Office Suite 2013 including Excel, Word, and Outlook.

How to Apply

Submit resume and participate in an interview.

Job Number: 60BECO04 | Category: Office & Administrative | Program: State | Reimbursement Rate: 60%