OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	HR Assistant
Organization Name	YWCA Seattle King Snohomish
Address	1118 5th Avenue Seattle, WA 98101
Pay Rate	$13.70 - $13.70
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Irwin Batara
Phone Number	206-461-4461
Email Address	ibatara@ywcaworks.org
Website	http://www.ywcaworks.org
EIN	91-0947084

Nature of Organization
YWCA Seattle King Snohomish • Currently in pursuit of Administrative Degree/Bachelor’s Degree • Six months to one year experience in the HR or Office setting preferred • Some knowledge of commonly used HR concepts, practices, and procedures. • Thrives in a fast-paced, customer focused environment. • Excellent customer service skills. • Ability to juggle multiple priorities and meet deadlines. • Ability to work independently, be proactive, solve problems and take initiative. • Effective written and verbal skills. • Ability to work in and add value to a team environment. • Demonstrated proficiency in MS Office, SharePoint and other dbase applications. • Competencies: Core competencies expected: customer service, communication: open, fostering diversity, social justice advocacy, initiative, and collaboration
Duties and Responsibilities

• Answers incoming calls from internal and external clients.
• Coordinates client employee orientation scheduling and materials.
• Facilitates and coordinates scheduling and materials for agency employee orientation.
• Assembles and mails employee communication materials as requested.
• Compiles and maintains tracking records for use in HR and benefits administration.
• Assists HRO staff as needed.
• Manages the overnight mailing and shipping process.
• Assists with data entry as necessary.
• Assists on project teams as needed.
• Performs other duties as assigned.

Minimum Qualifications

• Demonstrated proficiency in MS Office, SharePoint and other dbase applications.
• Thrives in a fast-paced, customer focused environment.
• Excellent customer service skills.
• Ability to juggle multiple priorities and meet deadlines.
• Ability to work independently, be proactive, solve problems and take initiative.
• Effective written and verbal sk
• Must be eligible in the Work Study Program.
• Currently in pursuit of Administrative Degree/Bachelor’s Degree
• Six months to one year experience in the HR or Office setting preferred

Educational Benefits

Learn Non Profit, Human Service industry.
Learn Basic Human Resources Knowledge
Leanr about Social Justice

How to Apply

Please send your resume to ibhiring@ywcaworks.org

Job Number: 70YWCA01 | 70% | Closed