



WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

Personnel Department: Contingent Workforce Programs

JOB # 21-2009

Department	Neighborhoods	Number of Positions	1	Wage	14.32
Job Title	Office Assistant	Location	Greenwood NSC, 8515 Greenwood Ave N, 98103		
Start Date	6/15 or 7/1	End Date	June 2010	Work Scheduled Between	9:00 AM – 5:00 PM
Minimum	10	Hours/Week	and Maximum	19	Hours/Week
Special Work Scheduling Requirements	Summer Schedule 40 Hours/Week				

SUMMARY OF WORK TO BE PERFORMED:

Under direct supervision of the Neighborhood District Coordinator at the Neighborhood Service Center (NSC) provide general office help; assist individual and community groups with information and referrals related to social and public services, under guidance of the Coordinator.

DUTIES STATEMENT: Describe the work in detail. List duties in their order of importance and include in the left column an estimate of the percentage of work for each duty.

60	1)	Provide general office help; answer phones and walk-in reception; use a PC for basic correspondence and for e-mail communication with City staff and community residents as directed.
20	2)	Maintain public information bulletin boards, brochure racks, job listings.
10	3)	Provide information and referral regarding community events and public services.
10	4)	Prepare mailings and mailing lists.

EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:

Will gain enhanced office skills and be introduced to community work. Will provide experience to students interested in social work, community building and outreach, political science, urban planning, English and History.

MINIMUM QUALIFICATIONS: Education, skills, abilities, and/or experience sought. Please explain.

Work study eligibility (proof required). Requires education, training and /or experience that provides evidence of ability to perform the work.

DESIRED QUALIFICATIONS:

Good written and verbal skills; ability to gather and organize information; able to follow directions. Some experience in office skills working with a PC/Word/Excel, and public contact work. Prompt and dependable; able to work with people of diverse backgrounds.

DESCRIBE ANY TRAINING REQUIRED AFTER EMPLOYEE IS HIRED:

Training about City and community programs and services will be provided, as well as office procedures and report formats.

EXPLAIN THE TYPE OF SUPERVISION/GUIDANCE GIVEN THIS EMPLOYEE:

Work Study students will be supervised on a daily basis by Neighborhood District Coordinator, who will be able to answer any questions.

Application Instructions:

Send your resume and school's referral/authorization form (it should have your work study award amount as well as your work eligibility dates) to cwp@seattle.gov or fax to 206-684-5809. **Include the position title, job # (21-2009), department, and your e-mail address. **Please do not apply until you have a 2009 summer or 2009-10 work study referral/authorization form from your college/university.**

**Positions are open until filled so apply as soon as you receive your summer work study form.
We only hire students with WA State work study funding. Questions? Call 206/684-8088.**