



WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

Personnel Department: Contingent Workforce Programs

JOB # 12-2010

Department	Human Services Department- Early Learning Division	Number of Positions	1	Wage	\$17.36	
Job Title	Administrative Support Assistant	Location	Seattle Municipal Tower 56 th Floor (700 5 th Ave, 98104)			
Start Date	4/14/10	End Date	6/11/10	Work Scheduled Between	8:00 AM – 5:00 PM	
Minimum	19	Hours/Week	and Maximum	19	Hours/Week	
Special Work Scheduling Requirements						

SUMMARY OF WORK TO BE PERFORMED:

Seattle Early Education Collaborative (SEEC) data entry, list serve, word processing, site materials distribution assistance, marketing campaign-mass brochure folding, mass brochure distribution, raw data scanning, filing, errands, meeting assistance, paperwork processing assistance, enrollment assistance, set up and break down of meeting rooms, multimedia set up and breakdown, cleaning, washing dishes, copying, filing systems, data entry, internet research, generating agendas, taking minutes at meetings, record keeping, updating drafts, other responsibilities as needed, and special projects.

DUTIES STATEMENT:

25	1)	Assist dept with a variety of administrative and word processing duties: Data entry, list serve, filing, scanning, paperwork preparation, copying, filing, etc.
25	2)	Assist with meetings: Agendas, setting up and breaking down tables, chairs, food and beverage, multimedia. Cleaning, handouts, note taking, etc.
25	3)	Assist with advertising campaign: Internet research, enrollment assistance, brochure folding, brochure distribution, flyer creation.
25	4)	Assist with Professional Development: Assist the professional development area with a variety of projects.

EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:

Student will have the opportunity to experience the day to day operation of a busy human services dept within a government organization. Student will have the opportunity to utilize or learn basic office functions: computer, copy machine, printer, fax, email, etc. Learn or increase Microsoft Office 2007 skills. Opportunity to increase organization skills. Work with Excel spreadsheets and word processing. Increase interpersonal skills. Learn about Expenditure Pre-Authorization Forms (EPA's) and processing invoices.

REQUIRED QUALIFICATIONS:

Must have current WA State driver's license (it cannot be from any other state due to insurance reasons) and be able to independently operate vehicle. Computer proficient Microsoft Word, Excel, Outlook. Able to lift 50 lbs. Cleanliness and organization a must; ability to listen carefully and follow instructions; ability to carry out light manual labor such as cleaning, carrying boxes, setting up tables and chairs, Prepare and carry supplies, etc. Operate basic office equipment (copiers, computers, fax machines)

DESIRED QUALIFICATIONS:

Excellent Communication and listening skills, ability to maintain confidentiality, punctual and reliable, experience using PowerPoint and good writing and proofreading skills. Interest in continuing work into summer if work study funding is available.

Application Instructions:

Send the following:

1. A resume that speaks to how you meet the qualifications (please include your expected date of graduation).
2. Your school's referral/authorization form (it should have your work study award amount as well as your work eligibility dates) and must not be older than 30 days.

Send it to: cwp@seattle.gov or fax to 206-684-5809. **Include the position title, job # (12-2010), and your e-mail address.

Please do not apply until you have a 2010 Summer work study referral/authorization form from your college/university. Positions are open until filled so apply as soon as you receive your work study form. We only hire students with WA State work study funding.