



# WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

## Personnel Department: Contingent Workforce Programs

JOB # 14-2010

Department Mayor's Office Number of Positions 1 Wage \$17.36  
Job Title Administrative Support Assistant Location City Hall, 7th Floor, 600 4<sup>th</sup> Seattle WA 98104  
Start Date May 2010 End Date Aug 2010 Work Scheduled Between 8:30 AM 5:00 PM  
Minimum 19 Hours/Week and Maximum 19 Hours/Week Summer Schedule 20 Hours/Week  
Special Work Scheduling Requirements \_\_\_\_\_

### SUMMARY OF WORK TO BE PERFORMED:

Administrative duties that support Mayor McGinn's office: answering general inquiries by phone and email, routing calls and mail, managing the flow of visitors to the Mayor's office, assuring that the public enjoys a high quality of customer service in their interactions with city government, as well as special assignments and projects with the junior policy staff team. Position requires someone who is naturally detail oriented and organized, who can multitask and who manages time well. Essential skills include proficiency with computers and software such as Microsoft Office (Outlook, Word and Excel) and good phone etiquette.

### EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:

Mayor McGinn is committed to engaging young people, both in community activism and in the work of the Mayor's office itself. In turn, the experience of running the front desk at the Mayor's office will afford students an opportunity to see how local government works minute-to-minute, as well as to gain familiarity with the faces and names of the Seattle political community. It is our hope that students will take away from their experience a deeper understanding of the daily processes of city government, as well as an exposure to the many policy areas that the office of the Mayor deals with on a regular basis.

**REQUIRED QUALIFICATIONS:** Students studying political science or other related major. Juniors and Seniors preferred, open to graduate level students who are okay with conducting mainly administrative/clerical duties. Students working past summer quarter a plus. Skills & experience include working proficiency with computers and software such as Microsoft Office (Outlook, Word and Excel), phone etiquette, and Internet research skills. Work study eligibility (proof required) and interest/ability to continue through the summer. Please apply for summer work study funding as you will need to submit a new work study authorization form for summer.

**DESIRED QUALIFICATIONS:** Experience working in office/administrative management or public/business administration.

**DESCRIBE ANY TRAINING REQUIRED AFTER EMPLOYEE IS HIRED:** Front desk equipment use, call routing.

**EXPLAIN THE TYPE OF SUPERVISION/GUIDANCE GIVEN THIS EMPLOYEE:** The receptionist will be available at all times to take calls and provide assistance with managing the movement of guests in and out of the office.

### APPLICATION INSTRUCTIONS:

Send the following:

1. A cover letter and resume that speaks to how you meet the qualifications and why you are interested in the position (in your resume 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](mailto:cwp@seattle.gov) or fax to 206-684-5809. \*\*Include the position title, job # 14-2010), and your e-mail address. In the subject line of your e-mail please list the title and job #.

**Please do not apply until you have a 2009-2010 work study referral/authorization form from your college/university (would include your work study award through spring quarter). We understand that you will most likely not have a 2010 summer work study form at the time of application but you will need to submit that once you receive it from your school. 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.**