



# WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

## Personnel Department: Contingent Workforce Programs

JOB # 36-2009

Department Neighborhoods Number of Positions 1 Wage \$18.77  
Job Title Administrative Specialist I Location Seattle Municipal Tower-17 floor (700 5<sup>th</sup> Ave, 98104)  
Start Date 11/2009 End Date 6/2010 Work Scheduled Between 1:00 PM 5:00 PM  
Minimum 15 Hours/Week and Maximum 19 Hours/Week  
Special Work Scheduling Requirements Afternoons, 4 hours per day, 4 days per week (Tues – Fri).

**SUMMARY OF WORK TO BE PERFORMED:** This position supports the Department's personnel function under the direct supervision of Pat Hairston, Senior Personnel Specialist. The assistant will prepare outgoing applicant correspondence; perform data entry, update training logs, photocopy, collate, and staple materials; type routine labels, coordinate training and development opportunities. The Admin Spec I will be responsible for special projects such as updating and compiling confidential program and personnel files, coordinating the orientation/ policy and procedures manual, reviewing, evaluating and entering data into personal computer, creating and updating files, etc.

### DUTIES STATEMENT:

50	1) Special projects: coordinating the orientation/policies and procedures manual and updating program and personnel files, updating training logs, etc.
30	2) Coordinate training and development opportunities
10	3) Outgoing applicant correspondence and data entry
10	4) Photocopy, collate, and staple materials; type labels

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

Will gain enhanced office skills, and project management skills. Will provide experience to students interested in social work, community building and outreach, political science, urban planning, English, History or Human Resources.

### MINIMUM QUALIFICATIONS:

Requires one year of administrative, and/or office clerical experience. Requires education, training and /or experience that provide evidence of ability to perform the work, including computer skills. Experience in office organization, filing, project work and research, verifying data, computer skills, including Outlook, Word and Excel. Ability to maintain confidentiality is a must. Close attention to detail. Must have work study funding through college/university's financial aid package (proof required).

**DESIRED QUALIFICATIONS:** Good verbal and written communications skills; self starter; ability to work independently. Ability to take initiative and exercise good judgment.

### DESCRIBE ANY TRAINING REQUIRED AFTER EMPLOYEE IS HIRED:

Training about Department services will be provided, as well as office procedures, and report formats.

### EXPLAIN THE TYPE OF SUPERVISION/GUIDANCE GIVEN THIS EMPLOYEE:

Work study student will be supervised on a daily basis by an Administrative Staff Analyst, who will provide training, give direction and be available to answer any questions.

**Application Instructions:** Send your resume **AND** your school's referral/authorization form (it should have your work study award amount as well as your work eligibility dates) to [cwp@seattle.gov](mailto:cwp@seattle.gov) or fax to 206-684-5809. **\*\*Include the position title, job # (36-2009), and your e-mail address. Please do not apply until you have a 2009-10 work study referral/authorization form from your college/university. Positions are open until filled so apply as soon as you receive your 09-10 academic year work study form. We only hire students with WA State work study funding.**