



WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

Personnel Department: Contingent Workforce Programs

JOB # 40-2009

Department Legislative Number of Positions 1 Wage \$17.02
Job Title Administrative Support Assistant Location City Hall, 2^d Floor, Room 246, 600 4th Seattle WA 98104
Start Date 01/06/2010 End Date TBD Work Scheduled Between 9:00 AM 5:00 PM
Minimum 16 Hours/Week and Maximum 19 Hours/Week Summer Schedule _____ Hours/Week
Special Work Scheduling Requirements _____

SUMMARY OF WORK TO BE PERFORMED:

Administrative duties that support City Councilmember Licata's office: preparing committee notebooks, filing management of both physical and electronic files, preparing the Councilmember's scheduling folder, answering the phone and directing calls to appropriate parties, assisting on administrative projects as needed, such as completing mail merges. 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.

DUTIES STATEMENT:

25	1) Prepare Council committee notebooks
25	2) Physical and electronic filing system management
10	3) Prepare Councilmember's scheduling folder
25	4) Special projects as assigned
15	5) Fielding phone calls and other constituent communications

EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE: Advancement and sharpening of administrative/clerical skills. Exposure to a high paced and dynamic office environment that supports a diverse set of ideas and situations.

REQUIRED QUALIFICATIONS: Education: possessing, or being advanced toward earning, a degree involving office/administrative management or public/business administration (sophomore or junior standing preferred, or graduation 2011 or later). Skills & experience include working proficiency with computers and software such as Microsoft Office (Outlook, Word and Excel), phone etiquette, and Internet research skills.

DESIRED QUALIFICATIONS: Experience working in office/administrative management or public/business administration. Ability to continue into the summer and 2010-2011 academic year a plus.

DESCRIBE ANY TRAINING REQUIRED AFTER EMPLOYEE IS HIRED: Initial training will be provided by the outgoing administrative staff member in the Licata office.

EXPLAIN THE TYPE OF SUPERVISION/GUIDANCE GIVEN THIS EMPLOYEE: Supervision will be provided by each of three policy staff members in the Licata 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: Andrea Lowe at cwp@seattle.gov or fax to 206-684-5809. **Include the position title, job # (40-2009), 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.