

WE'RE HIRING!

OFFICE ASSISTANT

- **Wage:** \$16.66/hour
- **Schedule:** Flexible
- **Location:** On-Campus, Campus View - Suite 202

Job Description

- Under general direction, the Office Assistant will provide front-line customer service for clients, and students, assisting with the coordination of events, projects, and general office duties. The position will perform a variety of clerical projects and assignments such as answering phones, responding to emails, and responding to frequent requests for information.

Job Duties

- Provides front-line customer service regarding the CE program to staff, faculty, and students including but not limited to composing written communications, answering phones, and assisting student walk-ins.
- Assist students in online, over the phone, and in-person registration of credit and non-credit CE classes.
- Establish and maintain records and files, record statistical information, both manually and electronically, and prepares reports regarding program operations.
- Assist in marketing (print/social media) of department classes & programs.
- Other duties as assigned to support clients, students, staff, and program operations.

Preferred Skills & Abilities

- Proficiency in Microsoft Office Suites
- Ability to work with a diverse population
- Responsible, professional, flexible, and dependable

HOW TO APPLY:

Contact: Angela Elliot, Program Coordinator at aelliot@highline.edu or (206) 529-3785

To be eligible for this position, students must be eligible for WorkFirst Work-Study (TANF) or Financial Aid Work-Study

