

WE'RE HIRING!

OFFICE ASSISTANT

- **Wage:** \$16.66/hour
- **Schedule:** Flexible
- **Location:** On-Campus, Building 1

Job Description

- Front-line customer service for clients and students, provide organizational office support to the WES and Support Center staff, and be responsible for a variety of office tasks.

Job Duties

- Assist front desk reception areas for in-person support centers.
- Triage, guide, and assist students in Workforce Education Services, Transition Center, WISH/SHORE, Benefits Hub, and community partners.
- Perform receptionist duties when needed.
- Prioritize tasks in a multi-phone line system and fast-paced environment.
- Sort and distribute communications promptly.
- Assist in scheduling and planning meetings and appointments.
- Assist the program manager to maintain supply inventory in preparation for ordering.
- Creating, maintaining, and entering information into databases as needed.
- Provide excellent customer service and culturally respectful interaction.
- Assist students with general college navigation and the WES quarterly funding application.
- Help organize and maintain office common areas.
- Multilingual individuals may be assigned to interpret at special language cohort orientation and WES application sessions, evenings, and weekends.
- Special projects as assigned.

HOW TO APPLY:

Contact: Paran Sobati, Program Manager at psobati@highline.edu or (206) 529-4483

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

