

# WE'RE HIRING!

## OFFICE ASSISTANT - FRONT DESK

- **Wage:** \$16.66/hour
- **Position Type:** Part-Time, Student Employment
- **Location:** On-Campus, Building 6
- **Schedule:** Flexible -Up to 19 hours/week, and 40 hours/week (per supervisor approval during school break periods)

### Position Summary

- We are seeking a dependable and empathetic student worker to be the first point of contact at our front-desk. This role is ideal for someone who enjoys helping others and can remain cool, calm and collected under pressure. The ideal candidate will go above and beyond to assist other students, especially those in stressful or vulnerable situations with care and respect. A strong candidate must be able to multitask, arrive to work on time, and demonstrate cultural sensitivity and understanding of the challenges faced by student parents.

### Job Duties

- Greet and welcome all visitors in a warm, friendly and professional manner.
- Assist with scheduling appointments for students to meet their assigned WorkFirst Advisor.
- Assists students on how to complete WorkFirst forms (i.e., weekly attendance, funding paperwork, etc), perform data entry, scanning, copying, and other clerical tasks.
- Answers the phone and direct calls or messages to appropriate staff.
- Prepare materials for events and outreach activities. Supports the Program Manager with tabling at events that promote student success, wellness, advocating and raising awareness.
- Provide general information about Women's Programs and WorkFirst and how to apply for our services.
- Ensures the lobby area remains clean, organized, and stocked with brochures and handouts.
- Refers students to campus departments and/or outside agencies and organizations.

### HOW TO APPLY:

Contact: Tina Ngo, Director at [tingo@highline.edu](mailto:tingo@highline.edu) or (206) 529-3004

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

