



**Washington Women's Employment & Education
Job Announcement**

Position Title: Work Study Position - Kent
Reports To: Kent Site Supervisor
Status: Work Study Paid position
Compensation: \$11.00 per hour

Summary Description of Position:

Responsible for providing administrative support for the Direct Service Programs, including REACH *Plus*. Screens and direct phone calls appropriately; greets clients, guests and visitors and refer to appropriate resource; learns and operates multi-line phone system and voice mail system; assists with office filing; data entry; research and follow-up for class speakers; assists in classroom as needed. Email, fax and copy materials for office and classroom; organizes and maintains office supplies, maintain clean organized work space, provide general clerical support to all staff as needed; assists with donations.

Requirements for Work Study: The student must:

1. Specify the number of hours they can work per week, including hours per day and days they can work within the week. Once established the student must maintain these hours.
2. Student must complete a calendar for the quarter outlining any days needed for school projects or exams.
3. Minimum of 2 quarters desired
4. Minimum of 12 hours per week (3 hours per day for 4 days). Prefer 15 + hours/week.
5. The student must submit, prior to commencing the work study assignment, the outcomes they expect to achieve through the work study.
6. Establish and maintain weekly check-ins with their supervisor.
7. Complete a short (200 words) written statement outlining their work study experience and what they have learned from their experience.

Expectations by WWEE:

1. Prompt and regular attendance
2. Completion of all assigned tasks
3. Written notes regarding their specific tasks so the student can update the work-study job manual
4. Student will achieve
 - a. Competency in basic office skills, data entry and research skills.
 - b. Competency in proper office communications
 - c. Strong customer service skills
 - d. Display ability to be a team-player
5. Must display
 - a. Appropriate work place attitude & behavior
 - b. Dress appropriately for an office environment

TO APPLY:

1. Student MUST already have a work study award letter showing their eligibility for the Work Study program
2. Please send a cover letter & resume to:
WWE, Attn: Naqeeb Anderson
515 W. Harrison Ste 208
Kent, WA 98032 (No phone calls please)
OR email your cover letter and resume to NaqeebA@wwee.org

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