



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

Position Title: Work Study Position (2) - Tacoma
Reports To: Director of Programs
Status: Work Study Paid position
Compensation: \$11.00 per hour

Summary Description of Position:

Responsible for providing administrative support to the Direct Service Programs and Housing Programs. These are 2 separate positions. Assists in scheduling appointments and meetings; assist clients with identifying barriers, utilizing community resources and support and refer to appropriate resource; assist with office filing; maintaining client database and files; 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; Assist 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. Dynamic student interested in learning about the non-profit environment
2. Prompt and regular attendance
3. Completion of all assigned tasks
4. Written notes regarding their specific tasks so the student can update the work-study job manual
5. 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
6. 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:
WWEE, Attn: Caroline Swart carolines@wwee.org or fax to: (253) 474-3366
(No phone calls, please)

Equal Opportunity Employer