



ASSOCIATED STUDENTS OF WWU

Personnel Office

Office Assistant

Hourly Position

Statement of Purpose:

The Personnel Office helps in the facilitation of employment within the Associated Students by regulating the hiring process of all salaried and hourly AS positions (approximately 250 employees), the placement of work-study students, the coordination of the Employee Recognition Program and the programming of quarterly orientation, regular training and development programs.

Position Statement of Purpose:

The Personnel Office Assistant provides general clerical support for the programs of the AS Personnel Office. The Office Assistant is responsible for assisting in the facilitation of day-to-day operations of the Personnel Office, as well as providing support during trainings and other office events. The Office Assistant will work directly with the Personnel Director and Assistant Director.

Term of Position:

Regular Academic Year: Beginning of Fall Quarter to the end of Spring Quarter.

Wage:

Level II (\$8.859.25/hour)

The position is designed to require an average of ten (10) to fifteen (15) hours per week and no more than fifty *(50)* hours per month.

Reportage:

The Personnel Office Assistant reports to the Personnel Director. The Assistant Personnel Director may assign work for the Office Assistant, but the Director is responsible for prioritizing all work.

Qualifications:

1. Must maintain a minimum of ten (10) credits for undergraduates, and eight (8) credits for graduates during entire duration of employment.
2. Must maintain a minimum 2.00 cumulative grade point average.

Recommended Qualifications:

1. Basic typing, filing, and general clerical skills.
2. Ability to communicate effectively as well as follow directions.
3. Work well with people.
4. Basic interest in student concerns.
5. Ability to prioritize workload.
6. Work flexible hours, some evening work may be requested.
7. Experience with personal computers, specifically Excel and Word.
8. Self motivated to seek out information regarding personnel, structural and procedural questions.
9. Knowledge of and sensitivity to confidentiality issues.

Position Responsibilities:

The Associated Students is an Equal Opportunity Employer.

Job descriptions are subject to change in accordance with the AS Employment Policy

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1. Provide clerical support for Personnel Director and Assistant Director. This can include word processing, data entry and other duties as assigned by either the Director or the Coordinators.
2. Coordinate all publicity for the Personnel Office, including advertising, web page, posting of job openings and employee recognition, in conjunction with the Director.
3. Prepare for the publicity of all the hourly and any salaried positions needed to be hired.
4. Plan and implement new and effective methods of recruitment for all AS salaried and hourly positions throughout the school year.
5. In coordination with the Personnel Director and Assistant Director, assist in planning the End of Year Banquet event during Spring Quarter.
6. Assist in maintaining Personnel office files and records.
7. Assist the Director and Assistant Director with Spring Hiring. This includes
8. Archiving, maintaining and organizing all position applications
9. Assisting the Director and Assistant Director with the Job Fair
10. Assisting the Director and Assistant Director with Trainings
11. Assisting students by providing information about the hiring process, deadlines, procedure and position responsibilities.
12. Assist the office in typing and distributing correspondence.
13. Establish and maintain office hours.
14. Assist customers with payroll forms, providing information, and filling out various forms and applications.
15. Assist with training conducted by the office coordinators.
16. Perform other duties as assigned by the Personnel Director and Assistant Director.