



Financial Aid Office
Phone: 360-417-6390
Fax: 360-417-6395

Request for Work-study Position

Use this form to advertise an available work-study position in your department on or off-campus. Please be advised that work-study funding is limited – positions are available on a limited basis.

DEPARTMENT: Advising/Student Development LOCATION: D building

CONTACT PERSON: Jan Isett PHONE #: 417-6376

INTERVIEW PERSON (if different than above): _____

Check here if this job is NOT primarily located at the main Peninsula College campus:

DAYS AND HOURS NEEDED: Can work around student's schedule; 8-4, Monday-Friday

JOB DUTIES:

- General office duties:
- Create fliers and posters using Microsoft Word
- Update database information
- Create and update files

MINIMUM QUALIFICATIONS/REQUIRED SKILLS:

- Strong personal and written communication skills
- Excellent attendance
- Keyboarding skills of 35 wpm.
- Prefer experience with word processing and spreadsheet software
- Responsible, self-directed, and respectful of confidentiality issues.

EDUCATIONAL BENEFITS OF THIS POSITION:

- Develop and strengthen skills organization and prioritization of work.
- Student will gain a working knowledge of office procedures and student services.
- Student will gain hands-on experience working with computer software, such as Microsoft Word, Excel, Outlook, etc.

Supervisor Name (if different than contact person above)

6/10/09
Date

FOR OFFICE USE ONLY

JOB TITLE: Office Assistant II

RATE OF PAY: \$\$11.59

Date posted: 6/16/09

Peninsula College provides equal educational and employment opportunities, services and benefits to students and employees in accordance with provisions of the Washington Law Against Discrimination (RCW 49.60), Title VI and VII of the Civil Rights Act of 1964; the Civil Rights Act of 1991 (which amends Title VII and other federal civil rights statutes); Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title II of the Americans with Disabilities Act of 1990; and other state and federal laws and regulations concerning employment and admission to programs and activities.

Peninsula College prohibits discrimination on the basis of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, including gender identity, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities. Employees are also protected from discrimination for filing a whistleblower complaint with the Washington State Auditor.

The following person has been designated to handle inquiries regarding non-discrimination policies including those related to Section 504, Title II, and Title IX: Human Resource Officer, Human Resources office, (360) 417-6212.