



## 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: Financial Aid Front Desk LOCATION: Student Services Building

CONTACT PERSON: Amy Williamson PHONE #: 360-417-6475

INTERVIEW PERSON (if different than above): N/A

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

DAYS AND HOURS NEEDED: Monday - Friday, 10 or more hours/week. flexible schedule

JOB DUTIES: Answering phones, assisting students at the front counter, assist with mailings and other projects around the office.

MINIMUM QUALIFICATIONS/REQUIRED SKILLS: Must be very reliable. Attention to detail is a must. Should have some customer service experience and excellent interpersonal skills. Must be willing to work in a fast-paced, deadline-oriented environment.

EDUCATIONAL BENEFITS OF THIS POSITION:

Learn to work in an office environment, learn how to operate basic office equipment including fax machine, copy machine, scanner, some computer software programs. Learn important job skills such as timeliness, attention to detail, etc. The job experience looks great on a resume!

Supervisor Name (if different than contact person above)

6/1/09  
Date

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FOR OFFICE USE ONLY

JOB TITLE: Office Assistant II

RATE OF PAY: \$11.59/hour

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.