



## 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: Auxiliary Services LOCATION: Mail/Copy room

CONTACT PERSON: Kristi Borchers PHONE #: 360-417-6398

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: Daily, hours can vary

JOB DUTIES: Receive and dispense stockroom supplies, maintain filing system, assist staff with the copy machines, perform routine office support functions such as copying materials and filing, and maintaining databases.

MINIMUM QUALIFICATIONS/REQUIRED SKILLS: Needs to be customer friendly, reliable, and have computer skills.

EDUCATIONAL BENEFITS OF THIS POSITION:

Will learn how to work in a college and office environment, time management, answer telephones, customer service, multi-task, and general office skills.

\_\_\_\_\_  
Supervisor Name (if different than contact person above)

9/18/2009  
Date

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FOR OFFICE USE ONLY

JOB TITLE: Office Assistant II

RATE OF PAY: \$\$11.59

Date posted: 9/24/2009

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.