

**Environmental Sciences Office Assistant 3
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=251128>

Downloaded On: Jan. 9, 2025 5:25am

Posted Jan. 7, 2025, set to expire Jan. 21, 2025

Job Title Environmental Sciences Office Assistant 3
Department SCC Environmental Services
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Jan. 7, 2025

Application Deadline 01/21/2025

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

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Job Description

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Environmental Sciences Office Assistant 3

Community Colleges of Spokane

Location:Spokane CC Main Campus Spokane

Department:SCC Environmental Services

Cyclic position, 10 months

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Salary Range: \$3,167 - \$3,999

Starting salary for this position is: \$3,167 (Monthly)

Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

Applications will be accepted until 4:00 p.m. PST on 01/20/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Environmental Sciences Office Assistant 3

JOB SUMMARY

Under general supervision of the Office Manager to the Dean of Health & Environmental Sciences, this position will provide clerical support in the Spokane Community College (SCC) Environmental Sciences Department for the dean, faculty, supervisor, and students.

This includes processing: purchases and posting to departmental budgets, travel, agreements/contracts, departmental documents, building security and maintenance requests, meeting minutes, providing division advisory committee support, maintain electronic and manual file systems, and providing information to staff, students and the public.

This is a 100% on campus position, providing face to face customer service.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Respond to inquiries in person, writing and on telephone regarding programs. *
- Create correspondence, program brochures, forms and tracking documents. *

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- Order, receive, disseminate and research division purchasing, travel documents, internal requisitions, and supplies; maintain division procurement (purchasing/travel) bank cards e.g., collect receipts/invoices and complete review of charges in credit card system; and provide assistance to employees regarding inquiries in relation to these documents or processes. Process "approval to serve food" documentation and catering requests. *
- Communicate with faculty to create, update, review, and track agreements/contracts, and room/class scheduling, or instructor schedules. Develop and maintain announcements or pictures regarding department's programs on building's television system. *
- Assign and check office work study student tasks. *
- Provide clerical support to the department chair for tracking of student and/or faculty documentation and assist in accreditation report preparation. Record minutes at meetings, such as, Advisory Committee, division, or department; transcribe and disseminate minutes as required. *
- Provide assistance in the classroom, mailroom and workroom with equipment, faxing and copying; report building maintenance/HVAC/security needs; and maintain sufficient instructional supplies, such as paper, toner, pens, etc. *
- Track Environmental Science department's budget information and provide support to the department chair. Track/assign department's van usage and provide van usage reports to department or others. *
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance the Spokane Colleges strategic plan and perform related duties as required. *
- Provide back-up to other division support staff by cross-training in their duties.

**Indicates this is an essential duty.*

COMPETENCIES

- Action Oriented
- Optimizes Work Processes
- Ensures Accountability
- Drives Results
- Collaborates
- Values Differences
- Communicates Effectively
- Instills Trust

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- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- 1 year of experience using Outlook, Word, Excel, and Publisher (Microsoft Office) products.
- Excellent verbal, written, and interpersonal communication skills.
- Ability to prioritize tasks to meet multiple deadlines while handling constant interruptions.
- Ability to complete projects with attention to detail and work independently in the absence of supervisor.
- Ability to maintain a high level of confidentiality.
- Customer service and professional phone etiquette skills.
- Project a professional image of the department.
- Ability to take meeting minutes; proficiency in spelling, punctuation, and grammar.

DESIRED QUALIFICATIONS

- Associate degree or higher in Office Administration, Business Administration or related field from an accredited institution.
- Two or more years of office/customer service experience requiring frequent written and verbal communication with staff and the public.
- Experience in higher education environment.
- Working knowledge of office equipment and computers including ability to troubleshoot printer, copier, scanner and fax.

PHYSICAL REQUIREMENTS

- Work is performed in a normal, temperature-controlled office environment.
- Work is sedentary in nature.
- Frequent use of computer and exposure to terminal screens.
- Visual focus and strain.
- Work directly with students/clients.
- Frequent repetitive hand/wrist motions and finger manipulation.

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- Frequent oral and auditory communication with others.

CONDITIONS OF EMPLOYMENT

- Cyclic schedule (10 months, 40 hours a week).
- 6-month probationary period.
- This position is overtime eligible.
- Criminal background check is required.
- This position is covered under a collective bargaining agreement. Membership is optional.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

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To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/environmental-sciences-office-assistant-3-spokane-washington-united-states>

Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

Contact

Staff

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