

Student Employment Specialist Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=257601>

Downloaded On: Jun. 5, 2025 11:04pm

Posted Jun. 2, 2025, set to expire Jun. 10, 2025

Job Title Student Employment Specialist
Department Staff
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Jun. 2, 2025

Application Deadline 06/10/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Student Services
Human Resources
Financial Aid

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Job Description

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Student Employment Specialist

Community Colleges of Spokane

Location:Spokane Falls Main Campus Spokane

Department:SFCC Prof Std Lib WFEd Div

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Salary Range: \$4,740 - \$6,384

Starting salary for this position is: \$4,740 (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 Falls Community College, part of Spokane Colleges, serves 6,000 students with liberal arts/transfer and professional technical programs across a 12,302 square mile region in Eastern Washington.

Applications will be accepted until 4:00 p.m. PST on 06/10/2025. 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 Student Employment Specialist

JOB SUMMARY

The primary function of Student Employment is to facilitate a robust student workforce to serve the needs of the college while ensuring alignment of the student's career goals.

Duties include: develop and communicate procedures to supervisors and students; process student employment payroll; develop and present student and supervisor employment orientations; complete new hire paperwork; maintain student employee files; collaborate with the Financial Aid Office to manage work-study funded student employees; steward Spokane Colleges' policy related to Student Employment; and develop and maintain digital document management systems.

The Student Employment Specialist works independently, interprets, and works in accordance with federal, state, and college policies, procedures, and regulations, and coordinates with the Financial Aid and District Human Resources Offices to ensure college administrative capability is maintained. The specialist advises students and makes decisions regarding employment placements.

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This position serves as a subject matter expert (SME) for Student Employment and interacts with the Western Association of Student Employment Administrators (WASEA).

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Student Employment

- Coordinate all aspects of the student employment program, exercising professional judgment, as necessary. Provide staff, students, employers, and the public with information regarding policies and procedures relative to the campus and industry student employment programs. *
- Create, deliver, and maintain timely in-person and online orientations for student employees and supervisors. *
- Assist students to understand the Satisfactory Academic Progress (SAP) requirements to maintain student employment eligibility. *
- Assist with job lead creation by working with college entities and community employers to develop meaningful and academically relevant student employment opportunities, including the appropriate mix of community service as well as math and reading mentorship opportunities. *
- Maintain student employment database, provide access to supervisors, oversee job postings, and advise students on how to create a profile. Maintain state and federal work-study contracts with employers. Responsible Job Location and Development (JLD) reporting. *
- Manage the state and federal work-study contract process with employers. *
- Assist with creating professional development opportunities/trainings to student employees, including, but not limited to, the National Association of Colleges and Employers (NACE) competencies. *
- Hire, supervise and train student employees to perform valuable services in the office delegate tasks, supervise job performance, and approve timesheets. *
- Serve as SME and liaison regarding the Student Employment Program both internally and externally including contacts with students, faculty, staff, administrators, SBCTC, Human Resources and Payroll offices. Address complex situations and questions using subject matter expertise. As the SME, responsible for creating and providing training to staff and faculty. *
- Maintain expertise and up-to-date knowledge of federal and state regulations related to Student Employment, enabling the department to plan and react positively to constantly changing federal, state, and institutional regulations and guidance. *
- Assist in developing and establishing procedures and policies to implement new programs and/or activities and in formulating new program policies, procedures and standards. *
- Assist higher-level staff in the preparation of complex comprehensive plans, summaries, recommendations, progress, or special reports. *
- Maintain awareness of legislative issues and monitor changes to the Revised Code of

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Washington (RCW) and Washington Administrative Code (WAC) rules. *

Financial Aid Collaboration

- Understand and apply knowledge of federal and state financial aid regulations in relation to continued federal/state funded work-study. *
- Provide requested data and analysis to the Financial Aid Office in a timely manner. *
- Assist the Financial Aid Liaison to monitor students' continued student employment eligibility. *
- Coordinate with the Financial Aid office to notify students and supervisors of problems relating to reconciliation of Payroll and Student Financial reporting, timesheet submittal, break violations, and award overages. *
- Attend regular team meetings with the designated Financial Aid Team Members at an interval set by the Financial Aid Director. *

Human ResourcesCollaboration

- EAN info sent to HR in excel weekly or as needed.
- Ensure delivery of W-4s through secured digital formats.
- Maintain relationship with the designated Human Resource Consultant.
- Ensure all students are separated at the end of spring quarter unless arrangements are made for them to work through summer.

Professionalism Standards

- Anticipate potential conflict and attempt resolution before problems occur; plan, evaluate, and consult with staff and outside entities to identify problems, explore solutions and alternatives, and recommend resolutions designed to meet the goals and objectives of the program. *
- 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 Spokane Colleges' strategic plan, and perform other duties as required. *

**Indicates this is an essential duty.*

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COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Associate degree from an accredited institution AND three years of experience in Human Resource functions. Or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
- Experience and subject matter expertise in one or more of the following relevant systems and technologies: student management system (e.g., PeopleSoft), Student Employment Law, customer relationship management software (e.g., TargetX), WASEA, Career Coach, WOIS, and/or Microsoft Office products.
- Must have strong math and logic aptitude as well as problem solving skills.
- Must be able to understand and apply complex rules and regulations.
- Ability to be supportive yet direct in providing advice and services to students.
- Have the ability to work independently with minimal supervision.
- Have the ability to initiate and complete projects.
- Ability to consistently achieve results, even under tough circumstances.
- Aptitude for anticipating and adopting innovations in business-building digital and technology applications.
- Have the ability to work with others as part of a team.
- Ability to maintain a high level of confidentiality and ethical working practices.

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DESIRED QUALIFICATIONS

- Bachelor's degree.
- Knowledge of student employment law.
- Knowledge of work-study regulations and funding.
- Experience with ctcLink (PeopleSoft).
- Understanding of relevant tax issues pertaining to student employees.
- Knowledge of the I-9 processes.
- Knowledge of Family Educational Rights and Privacy Act (FERPA).
- Knowledge of Washington State Ethics Law.
- Knowledge of Title IX Education Act.
- Knowledge of institutional funding/waiver processes and financial literacy.
- Knowledge of student employment funding programs.

PHYSICAL REQUIREMENTS

- Work is performed in an office environment with frequent interruptions and background noise.
- Work is sedentary.
- Work directly with students/clients.

CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours per week).
- 6-month probationary period.
- This position is overtime eligible.
- May require local or regional travel.
- 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

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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

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

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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/student-employment-specialist-spokane-washington-united-states>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Community Colleges of Spokane

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