

**Office Assistant 3 - Non- Permanente - PT/Hourly**  
**Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=261348>

Downloaded On: Aug. 19, 2025 5:15pm

Posted Aug. 19, 2025, set to expire Jan. 6, 2026

**Job Title** Office Assistant 3 - Non- Permanente - PT/Hourly  
**Department** Staff  
**Institution** Community Colleges of Spokane  
Spokane, Washington

**Date Posted** Aug. 19, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Administrative Support/Services

**Apply Online Here** <https://apptrkr.com/6473923>

**Apply By Email**

**Job Description**

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**Office Assistant 3 - Non- Permanente - PT/Hourly**

**Community Colleges of Spokane**

**Location:**Spokane CC Main Campus Spokane

**Department:**SCC Counseling

**Salary Range:** \$19.64 - \$26.10

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**Open continuous.**

**This is a non-permanent, hourly position.**

**Starting salary for this position is: \$19.64 (Hourly)**

**Employees starting at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee starting 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 (SCC) is a beautiful campus located in the inland Pacific Northwest, on the ancestral home of the Spokane Tribe, near the Spokane River. Our campus is not far from the urban center of Spokane, a mid-sized city with a high quality of life and quick access to the outdoors.

SCC is one of two accredited community colleges that comprise the Spokane Colleges). Serving about 15,000 students, SCC endeavors to be an educational leader and a responsive partner with the community and region, offering access to relevant programs of the highest quality. We offer state-of-the-art career technical programs (approximately 50% of total enrollment) as well as liberal arts/transfer programs (about 25%) and basic education for adults (about 25%). In addition to serving the urban and suburban population in greater Spokane, Spokane Colleges provides educational services to rural communities throughout a 12,302 square mile region in Eastern Washington. This region includes all of Spokane, Stevens, Whitman, Ferry, and Pend Oreille Counties as well as portions of Lincoln County.

SCC's mission is to provide all students with an excellent education that transforms lives and expands their opportunities.

**Applications will be forwarded to the hiring official as they are received and accepted until the need is filled.**

**About the Office Assistant 3 - Non- Permanente - PT/Hourly**

### **JOB SUMMARY**

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Under general supervision of the Associate Dean of Student Success and Workforce Transitions, the Office Assistant 3 (OA3) provides front desk support in the Counseling Center, receives students and visitors, answers phones and responds to inquiries about counseling services. This position receives and responds to voicemail and email messages, maintains counselors' calendars and schedules appointments.

The OA3 performs other office support functions such as ordering office supplies, reconciling purchase card (p-card) transactions, obtaining travel authorizations and preparing expense reimbursements for the counselors and preparing purchase orders. Further, this position maintains electronic files and keeps the Counseling Department Procedures Manual current. The OA3 coordinates repairs and maintenance needs for the Counseling Center including requests for Work Orders and Building Improvement Requests. The OA3 will provide back-up support to other front office staff in times of absences or vacancies and will assist in any projects assigned by the supervisor or requested by the counselors.

This is a non-permanent, hourly position.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Provide general office and administrative support to the Counseling Center. Serve as the first point of contact at the front desk of the Counseling Center and receive students and visitors at the center: respond to inquiries and triage problems; schedule counseling appointments and maintain calendars. \*
- Answer phones and retrieve voicemail messages and email messages and respond appropriately. \*
- Schedule conference rooms within the Counseling Center. Maintain equipment and supplies in the conference rooms and maintain a sufficient level of office supplies, and order supplies as necessary for the Counseling Center. \*
- Prepare purchase orders, travel authorizations and expense reimbursements for counseling staff, and maintain records in accordance with the college retention plan. \*
- Resolve problems and respond to inquiries regarding rules, regulations, policies, department procedures, and department services. \*
- Review documents, records, or applications for completeness, accuracy, and compliance with rules; determine and explain action necessary to achieve compliance or approval. \*
- Compose office correspondence such as requests for documentation and responses to requests for information; devise, evaluate and revise forms for internal use. \*
- Perform complex word processing tasks such as merging and sorting, integrating text with graphics, spreadsheet, and database files, uploading/downloading, and creating footnotes and

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outlines; use spreadsheet and database software to develop and maintain records; use graphics software and recommend appropriate display of information. \*

- 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 assigned. \*

*\*Indicates this is an essential duty.*

### COMPETENCIES

- Action Oriented
- Optimizes Work Processes
- Ensures Accountability
- Drives Results
- Collaborates
- Values Differences
- Communicates Effectively
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

### MINIMUM QUALIFICATIONS

- High School diploma or equivalent.
- Proficient in spelling, punctuation, sentence structure and grammar.
- Excellent verbal, written, and interpersonal communication skills.
- Working knowledge of general office equipment.
- Experience using computers and spreadsheets, database and word processing software (prefer Microsoft Office).
- Ability to use a multi-line phone system.
- Ability to effectively organize multiple work assignments, involving competing priorities, to

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produce work products that are accurate, of high quality and meet deadlines.

- Proofreading and filing skills.
- Ability to handle constant interruptions.
- Ability to maintain a high level of confidentiality.
- Basic math skills.

### DESIRED QUALIFICATIONS

- Associate degree or higher.
- Two or more years of increasingly responsible clerical experience in an office, secretarial, bookkeeping, accounting, or general administrative support environment, or equivalent.
- Prior work experience in a higher education setting.
- Prior experience in a customer service environment assisting students and/or clients.
- Prior experience with calendar management software such as Calendly or Microsoft Bookings.

### PHYSICAL REQUIREMENTS

- Work is performed in a semi-open office environment with frequent interruptions and background noise.
- Work is sedentary.
- Work directly with students/clients.
- Move up to 25 lbs. occasionally.

### CONDITIONS OF EMPLOYMENT

- Non-permanent, hourly position.
- Work schedule will be determined by the supervisor.
- This position is overtime eligible.
- Criminal background check is required.
- This position is eligible for bargaining unit representation.

*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](mailto: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/office-assistant-3-non-permanente-pt-hourly-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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