

**Adult Education Center Office Assistant 3
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=261733>

Downloaded On: Aug. 27, 2025 8:56pm

Posted Aug. 27, 2025, set to expire Sep. 9, 2025

Job Title Adult Education Center Office Assistant 3
Department Adult Education
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Aug. 27, 2025

Application Deadline 09/09/2025

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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Adult Education Center Office Assistant 3

Community Colleges of Spokane

Location:Spokane CC Main Campus Spokane

Department:SCC Adult Education

Salary Range: \$3,417 - \$4,542

Starting salary for this position is: \$3,417 (Monthly)

Employees hired at the entry step of this range receive salary step advancement after six

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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 09/09/2025. 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 Adult Education Center Office Assistant 3

JOB SUMMARY

Under general supervision of the AEC & Valley Building Manager, this position will provide administrative and reception support for the Adult Education Center (AEC) for both the Head Start program and the Adult Basic Education (ABE) Division. To effectively support both Head Start and ABE, this position will also receive direction from the Head Start AEC Center Manager.

Responsibilities include front desk reception, clerical support, front door keys and access, record-keeping, and general office coordination. This role serves as a liaison between Head Start and the ABE Division, ensuring smooth communication and operational efficiency across both programs.

DUTIES & RESPONSIBILITIES

- Perform receptionist duties. Answer phones, greet visitors, respond to inquiries, and direct individuals to appropriate staff or resources. *
- Manage the front door keys and access, Issue and collect proxy (key) cards and keep records. *
- Coordinate ABE instructor substitute requests. Monitor the shared ABE absence account, track substitute availability, and confirm requests. *
- Prepare and distribute correspondence, meeting notices, agendas, minutes, and newsletters for both Head Start and ABE. *
- Maintain and update databases and spreadsheets. Track key program metrics such as volunteer

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- hours, ABE student attendance, and compliance with Head Start Performance Standards. *
- Provide clerical support, including word processing, data entry, scanning, electronic and manual filing, and records retention following state and federal guidelines. *
 - Operate, maintain, and coordinate service requests for office equipment such as telephones, fax machines, laminators, and copiers. *
 - Coordinate building maintenance and janitorial services for AEC classrooms and workspaces. *
 - Order and maintain office and program supplies following procurement guidelines for Head Start and ABE. *
 - Process various administrative forms, including key requests, training requests, travel reimbursements, time and effort reports, and work orders for both departments. *
 - Serve as a purchasing card custodian. Log transactions, reconcile invoices, and assist staff with purchase requisitions and invoices. *
 - Provide administrative support to building managers and program leadership as needed. *
 - Train and provide direction to volunteers assisting with administrative tasks. *
 - 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

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Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Proficiency in spelling, grammar, and sentence structure.
- Strong verbal, written, and interpersonal communication skills.
- Knowledge of general office equipment and administrative procedures.
- Experience with Microsoft Office, including Microsoft Word, Excel, Access, and Publisher.
- Ability to manage a multi-line phone system with professionalism and courtesy.
- Capacity to handle multiple tasks in a fast-paced environment.
- Customer service experience.
- Strong proofreading and organizational skills.
- Ability to manage interruptions effectively.
- High level of confidentiality and professionalism.
- Ability to work independently and collaboratively as part of a team.
- Basic arithmetic skills.

DESIRED QUALIFICATIONS

- Two or more years of clerical and data entry experience.
- Previous experience working with Head Start, ECEAP, child and family services, adult basic education, English language learners, or low-income populations.
- Familiarity with data tracking systems or other administrative software.
- Experience with automated/web-based purchasing systems.

PHYSICAL REQUIREMENTS

- Work is performed in an office environment.
- Frequent use of computers and office equipment.
- Ability to lift up to 20 lbs. occasionally.
- Interaction with students and program participants.
- Occasional exposure to dust, odors, and biohazards.
- Frequent verbal and written communication.

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CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours per week).
- This position is overtime eligible.
- 6-month probationary period.
- Post-offer medical exam which includes tuberculin screening and submission of documentation indicating Measles, Mumps & Rubella (MMR) vaccination or immunity.
- Pre-employment, post-offer criminal history/child abuse information check, including Washington State Department of Children, Youth, and Families Portable Background Check.
- 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](#)

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[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, email address , 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/adult-education-center-office-assistant-3-spokane-washington-united-states>

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Contact Information

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

Contact

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