

Office Assistant 3 - Spokane Community College -
PT/Hourly
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=261847>

Downloaded On: Aug. 29, 2025 8:53pm

Posted Aug. 29, 2025, set to expire Jan. 6, 2026

Job Title	Office Assistant 3 - Spokane Community College - PT/Hourly
Department	Staff
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Aug. 29, 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/6520724

Apply By Email

Job Description

Image not found or type unknown



Office Assistant 3 - Spokane Community College - PT/Hourly
Community Colleges of Spokane

Location:Spokane CC Main Campus Spokane

Department:SCC Arts & Sciences Division

Salary Range: \$19.64 - \$26.10

Office Assistant 3 - Spokane Community College -
PT/Hourly
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=261847>

Downloaded On: Aug. 29, 2025 8:53pm

Posted Aug. 29, 2025, set to expire Jan. 6, 2026

Open Continuous.

This is a non-permanent, hourly position. 16 hours per week.

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

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.

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 - Spokane Community College - PT/Hourly

JOB SUMMARY

Under the general supervision of the Office Manager, the Office Assistant 3 is a non-permanent, hourly position that provides front office administrative support to the Arts & Sciences division.

Responsibilities include: supporting faculty and staff, assisting students, answering phones and email, office record keeping and filing, supply inventory, processing travel, and taking meeting minutes.

This is a non-permanent, hourly position. 16 hours per week.

DUTIES AND RESPONSIBILITIES

- Provide courteous, effective, and timely customer service assisting students, faculty, and the public with a variety of requests in person, by phone and by email. Answer questions, provide directions and refer clients to appropriate employees for other services. *

Office Assistant 3 - Spokane Community College -
PT/Hourly
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=261847>

Downloaded On: Aug. 29, 2025 8:53pm

Posted Aug. 29, 2025, set to expire Jan. 6, 2026

- May process travel for the Arts & Sciences division, as needed. Prepare travel authorization forms for approval, make travel arrangements, provide itinerary to traveler, and complete expense reports, following state and district policies and procedures.
- Assist students, faculty, and the public with a variety of requests. Post class cancellations, deliver items around campus, answer phones, respond to emails, and provide information in person to students, staff, and the public. *
- Perform general office duties: type, scan, copy, file, and create word processing documents and/or spreadsheets. Submit IT and Facilities work orders, maintain/update faculty office assignments, and process purchase requisitions. *
- Purchase and distribute office supplies following proper purchasing procedures. Track receipts and reconcile purchase card (p-card) transactions. Prepare monthly purchase log spreadsheet in Excel and verify purchases with bank statement. *
- Distribute mail, troubleshoot office equipment, and coordinate maintenance for office equipment as needed.
- Prepare instructor evaluation packets. *
- Maintain office record keeping and filing systems both electronically and manually. Maintain proper records retention standards and confidentiality of information. *
- Interact with Central Services and Facilities departments as necessary to maintain safe and orderly work environments. *
- Assist with projects, prepare reports, and help the Office Manager and Administrative Assistant 3 with projects as assigned. *
- 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 other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Action Oriented
- Optimizes Work Processes
- Ensures Accountability
- Drives Results
- Collaborates
- Values Differences

Office Assistant 3 - Spokane Community College -
PT/Hourly
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=261847>

Downloaded On: Aug. 29, 2025 8:53pm

Posted Aug. 29, 2025, set to expire Jan. 6, 2026

- Communicates Effectively
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Experience in an office environment.
- Customer service experience.
- Experience using Microsoft Office and Adobe products, including word processing, and spreadsheet functions.
- Ability to create and maintain spreadsheets in Excel: enter data with attention to detail and minimal errors.
- Professional phone and email etiquette experience including excellent verbal, written, and interpersonal communication skills.
- Proofreading and filing skills.
- Ability to take meeting minutes including proficiency in spelling, punctuation, and grammar.
- Working knowledge of office equipment e.g., printers, copiers, scanners and fax.
- Ability to handle frequent interruptions.
- Ability to prioritize tasks to meet multiple deadlines while working independently in the absence of supervisor.
- Ability to maintain a high level of confidentiality.

DESIRED QUALIFICATIONS

- Associate degree or higher in Office Administration or Business Administration or related field.
- Two or more years of office or customer service experience requiring frequent written and verbal communication with staff and the public.
- Experience in a higher education environment.

Office Assistant 3 - Spokane Community College -
PT/Hourly
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=261847>

Downloaded On: Aug. 29, 2025 8:53pm

Posted Aug. 29, 2025, set to expire Jan. 6, 2026

PHYSICAL REQUIREMENTS

- Work is performed in a normal office environment.
- Work is sedentary.
- Frequent use of computers.
- 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.
- Position is eligible for paid sick leave benefit with an accrual rate of one hour for every 40 hours worked.
- Criminal background check is required.
- This position is eligible for coverage 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

Office Assistant 3 - Spokane Community College -
PT/Hourly
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=261847>

Downloaded On: Aug. 29, 2025 8:53pm

Posted Aug. 29, 2025, set to expire Jan. 6, 2026

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 information, or any other legally protected category.

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

Office Assistant 3 - Spokane Community College -
PT/Hourly
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=261847>

Downloaded On: Aug. 29, 2025 8:53pm

Posted Aug. 29, 2025, set to expire Jan. 6, 2026

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-spokane-community-college-pt-hourly-spokane-washington-united-states-e20d01bf-ee09-4109-9f7a-60bbbce89513>

jeid-11b23d601eaed742a74d6e98f872669f

Contact Information

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

Contact

Staff

Community Colleges of Spokane

,