

**Administrative Assistant 1 - Student Support Services
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=262183>

Downloaded On: Sep. 8, 2025 11:55pm

Posted Sep. 8, 2025, set to expire Sep. 22, 2025

Job Title Administrative Assistant 1 - Student Support Services
Department SFCC Student Support Services
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Sep. 8, 2025

Application Deadline 09/22/2025

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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Administrative Assistant 1 - Student Support Services

Community Colleges of Spokane

Location:Spokane Falls Main Campus Spokane

Department:SFCC Student Support Services

Salary Range: \$3,495 - \$4,653

Starting salary for this position is: \$3,495 (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 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 9/22/2025. 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 Administrative Assistant 1 - Student Support Services

Reporting to the Director of Student Support Services, the primary purpose of this position is to serve, support, and meet the needs of the division and staff, as well as work collaboratively with the other division assistants.

This position will organize and prioritize a variety of projects and assignments essential to the division, including, but not limited to: assisting with scheduling students for division staff; maintaining data on student use; tracking time and effort; organizing the flow of documentation; organizing supplies and student resources; assisting students with campus navigation; as well as developing and communicating office policies, procedures and standards.

DUTIES AND RESPONSIBILITIES

- Provide administrative support for division staff. Assist with coordinating office operations; screen, prioritize, and distribute mail; screen calls and visitors. *
- Uphold office operations and procedures, standards, and priorities with guidance from the division Office Manager. *
- Explain complex rules, policies and operating procedures to division staff, students, and members of the public. *
- Assist with maintaining a detailed document management system that adheres to state and federal guidelines of our grant programs. *

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- Assist with managing all communication portals for Student Support Services. *
- Coordinate department marketing materials and activities with Spokane Colleges Marketing. *
- Provide support for several Workforce/Basic Needs committees and taskforces: *
- Schedule and coordinate events to include catering.
- Prepare agendas.
- Schedule/book rooms.
- Submit parking requests to security and track virtual parking.
- Coordinate the evaluation process for Student Support Services staff: *
 - Track the evaluation timelines for each staff member in the department.
 - Create quarterly task lists and schedule meetings with the supervisor.
 - Create digital storage archives for evaluation materials.
- Assist the Office Manager with personnel matters such as recruitment, selection, appointment, and promotion. *
 - Prepare materials for screening committee meetings.
 - Schedule interviews with candidates.
- Assist students to navigate simple computer searches for student support resources.
- Maintain records of incoming and outgoing correspondence and documents and follow up on work in progress. *
- Assist division with time and effort tracking and reporting.
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policy, 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
- Communicates Effectively
- Instills Trust

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

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Knowledge or experience using Microsoft Office products.
- Excellent interpersonal, oral, and written communication skills.
- Ability to maintain a high level of confidentiality.
- Ability to effectively organize multiple work assignments, involving competing priorities, to produce work products that are accurate, of high quality and meet deadlines.

DESIRED QUALIFICATIONS

- Bachelor's degree in business administration, public administration, or related field,
- One or more years of administrative assistant experience, or equivalent.
- Knowledge of bookkeeping and record-keeping functions.

PHYSICAL REQUIREMENTS

- Work is performed in an office environment with frequent interruptions.
- Work is sedentary.
- Frequent use of computers.
- Work directly with students/clients.

CONDITIONS OF EMPLOYMENT

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

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- 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

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.

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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/administrative-assistant-1-student-support-services-spokane-washington-united-states>

Contact Information

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

Contact

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