

Office Assistant 3 - Non- Permanente - PT/Hourly -  
Pullman, WA  
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=263983>

Downloaded On: Oct. 15, 2025 6:56pm

Posted Oct. 15, 2025, set to expire Jan. 6, 2026

<b>Job Title</b>	Office Assistant 3 - Non- Permanente - PT/Hourly - Pullman, WA
<b>Department</b>	SFCC Pullman Campus
<b>Institution</b>	Community Colleges of Spokane Spokane, Washington
<b>Date Posted</b>	Oct. 15, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6646232">https://apptrkr.com/6646232</a>

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**Job Description**

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**Office Assistant 3 - Non- Permanente - PT/Hourly - Pullman, WA**

**Community Colleges of Spokane**

**Location:**SFCC Pullman Campus Spokane

**Department:**SFCC Pullman Campus

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

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**Open continuous.**

**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 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 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 - Pullman, WA**

### **JOB SUMMARY**

Under the general supervision of the Pullman Campus Office Manager, the Office Assistant 3 independently performs a variety of complex clerical projects and assignments such as preparing reports, preparing, reviewing, verifying and processing fiscal documents and/or financial records, composing correspondence such as transmittals and responses to frequent requests for information, establishing manual or electronic recordkeeping/filing systems and/or database files, and responding to inquiries requiring substantive knowledge of office/departamental policies and procedures. Positions may perform specialized complex word processing tasks in a word processing unit or complex rapid data inquiry and/or entry functions.

Assignments and projects are of a complex nature. Independent performance of complex clerical assignments requires substantive knowledge of a variety of regulations, rules, policies, procedures, processes, materials, or equipment. Problems are resolved by choosing from established procedures and/or devising work methods. Guidance is available for new or unusual situations. Deviation from established parameters requires approval. Work is periodically reviewed to verify compliance with established policies and procedures.

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

**DUTIES AND RESPONSIBILITIES**

- Resolves problems and responds to inquiries regarding rules, regulations, policies, department procedures, and department services; answers telephone; receives and refers visitors. \*
- Reviews documents, records, or applications for completeness, accuracy, and compliance with rules; determines and explains action necessary to achieve compliance or approval. 1-day processing includes SFCC applications and HS transcript assessment of Pullman students. \*
- Composes office correspondence such as requests for documentation and responses to requests for information; devises, evaluates and revises forms for internal use. \*
- Reviews and verifies fiscal reports for accuracy; investigates and corrects errors to ensure compliance with established procedures and policies; uses basic arithmetic to perform computations. \*
- Establishes and maintains complex electronic or manual file systems or database files. \*
- Respond to student questions about their Spokane Colleges status and accounts including financial aid, admissions, scheduling, registration, and testing tasks. \*
- Uses computer records such as Excel and ctcLink (PeopleSoft) to track and update student information. \*
- Receives purchases (materials and equipment) and maintains inventory and reporting. \*
- Receive, disburse, and record monetary transactions: consolidate and verify records of receipts and deposits: prepare and input data into the computer system: and maintain control records of receipts and disbursements. \*
- Maintain student files and provide general student services, ensuring files are up to date and kept confidential. Responsible for file archiving and records retention. \*
- Assist faculty with logistical needs, including support for copying, computer and records system, classroom and presentation technology. \*
- Support Pullman Student Activities Board and student events. \*
- Provide work direction to lower-level staff, student employees, and may assist in training new staff. \*
- 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. \*

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*\*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

- 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 (preferably Microsoft Office).
- Ability to use a multi-line phone system and possess proper phone etiquette skills.
- Ability to multi-task in a fast-paced environment.
- Ability to prioritize multiple tasks meeting multiple deadlines.
- Customer service experience.
- Proofreading and filing skills.
- Ability to handle constant interruptions.
- Ability to maintain a high level of confidentiality.
- Basic arithmetic skills.

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## DESIRED QUALIFICATIONS

- High school graduate or equivalent.
- 2 years of clerical data entry experience.
- Knowledge of Spokane Colleges and SFCC programs and services.
- Knowledge of or experience with student management system PeopleSoft.

## PHYSICAL REQUIREMENTS

- Work is performed in a normal, temperature-controlled office environment.
- Work is sedentary in nature.
- Frequent use of computers and exposure to terminal screens.
- Visual focus and strain.
- Work in a semi-open office setting with frequent interruptions and background noise.
- Work directly with students/clients.
- Work involves constant interruptions and requirements to answer questions by phone, in person, or electronically.
- Work in an environment of frequent interruptions and distractions.
- Move up to 25 lbs. occasionally.
- Occasional kneeling, stooping, crouching, crawling, and climbing.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequent repetitive reaching, grabbing, and stretching.
- Frequent oral and auditory communication with others.

## CONDITIONS OF EMPLOYMENT

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

*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 provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service animal. This policy is in accordance with state and federal laws including Titles VI and VII of the Civil*

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*Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.*

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

*Frederick Davis, MA*

*Chief Human Resources Officer*

*Spokane Colleges*

*P.O. Box 6000, MS1004*

*Spokane, WA. 99217-6000*

*509-434-5040/ [ccs.titleix@ccs.spokane.edu](mailto:ccs.titleix@ccs.spokane.edu).*

**To apply, please visit: <https://careers.ccs.spokane.edu/jobs/office-assistant-3-non-permanente-pt-hourly-pullman-wa-pullman-washington-united-states>**

## **Contact Information**

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

### **Contact**

SFCC Pullman Campus

Community Colleges of Spokane

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