



Student Job Description

(On-Campus)

Position Title: Archives Assistant **Department:** Business Services
Supervisor: Katie Ross **Work Location:** Business Services, Archives
Start Date: Sept 28, 2026 **Campus:** ☒ Walla Walla ☐ Clarkston **Hourly Wage:** \$17.13
Hours Per Week: 8 **Position Available During:** ☒ Fall ☒ Winter ☒ Spring ☐ Summer

Work Schedule (e.g. During business hours M-F. 8am-5pm)

Work may be completed any time during business hours: Monday - Friday, 8am-5pm. Willing to work around your school schedule.

Job Duties and Responsibilities

Box Up Finance Records: Position will be responsible for going through all areas of Business Services to identify documents that must be archived based on a retention schedule and then box them up. For the remaining documents, position will need to prepare documents to place in shred bin by removing binders and clips. Position will need to create archive tags with content description, box number and retention period and then place tag on boxes and prepare for archiving. Once tags have been created, position will add tag information to Excel tracking sheet.

Organize Archives: Position will be responsible for preparing documents for shredding once they have passed the retention date. This will require going through each box and making sure only paper is placed in the shred bin. This often requires taking papers out of binders and removing binder clips. Position will also be responsible for a complete archives inventory, if time permits.

Other duties as assigned: This position may be responsible for assisting Accounts Payable with administrative work such as scanning, organizing invoices and filing.

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Educational Benefits to Students (e.g. Teamwork, communication, leadership, etc.)

This position offers the opportunity to engage with all staff within the Business Services team and gain exposure to the daily operations of a Finance department. The role will also involve working with documentation required for retention and audit purposes.

Depending on the candidate's qualifications and available time, there may be additional opportunities to support administrative functions or take on tasks aligned with the skill set of a Business student.

Minimum Qualifications and/or Education Requirements (e.g. eligible for State or Federal work study, etc.)

Maintain eligibility for Federal Work Study

Preferred Skills (e.g. Microsoft Excel, customer service, Outlook, etc.)

Organized, attention to detail, self-motivated. Some familiarity with Microsoft Office tools such as Outlook, Teams and Excel are a plus.

Physical Requirements (e.g. sitting or standing for long periods, lifting up to 40lbs, etc.)

Must be able to lift up to 40 pounds and be comfortable with climbing ladders, as well as lifting, pulling, and pushing boxes on and off shelves.

Additional Comments

Walla Walla Community College does not discriminate on the basis of race, color, national origin, sex, gender, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Vice President of Human Resources/ Title IX Coordinator/ Section 504 Compliance Officer; 500 Tausick Way, Walla Walla, WA 99362; 509.527.4382; titleix@wwcc.edu.

