



Student Job Description

(On-Campus)

Position Title: Office Assistant **Department:** Admissions & Records
Supervisor: Laura Wooster **Work Location:** Enrollment Services/Front Desk
Start Date: Sept 28, 2026 **Campus:** ☒ Walla Walla ☐ Clarkston **Hourly Wage:** \$17.13
Hours Per Week: 8-10 **Position Available During:** ☒ Fall ☒ Winter ☒ Spring ☐ Summer

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

Hours of work can be completed any time when the office is open: Monday - Friday, 8 AM to 5 PM.

Job Duties and Responsibilities

Complete entry level administrative and clerical tasks, including but not limited to:
Filing, scanning, basic data entry, organizing files, assisting with special projects as needed.

Front Desk Coverage:

Provide coverage at the Office of Admissions and Records front counter to relive other staff time to work on more dedicated tasks. This includes responding to inquiries from students, employees, and other customers with general questions related to application, registration, and financial aid programs and processes. Complex questions will be handed off to a full-time employee.

Forms of communication include in-person, written, and over the phone



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

The student will learn how to work in an office environment and complete a variety of administrative tasks. They will learn collaboration and communication techniques for working with employees, students, and the community. The student will practice prioritizing and organizing information.

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

Experience working on a computer

Ability to file and understanding of record organization

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

Familiarity with Microsoft Office Suite - especially Word and Excel

Previous experience with customer service both in person and over the phone

Experience working in an office environment

Bi-lingual in English and Spanish

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

Ability to sit at a desk, use a computer, and phone.

Ability to file physical documents.

Occasional lifting of no more than 20 lbs.

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.