



Student Job Description

(On-Campus)

Position Title: Office Assistant **Department:** Financial Aid
Supervisor: Magdalena Moulton **Work Location:** Financial Aid Office, Main Bldg
Start Date: Sept 28, 2026 **Campus:** ☒ Walla Walla ☐ Clarkston **Hourly Wage:** \$17.13
Hours Per Week: 8-19 **Position Available During:** ☒ Fall ☒ Winter ☒ Spring ☐ Summer

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

Weekly hours vary depending on eligibility.

Work can be completed any time during business hours: Monday - Friday, 8AM - 5PM

Job Duties and Responsibilities

Provide general office assistance to the Financial Aid Department staff:

- Filing, mailing, general office duties
- Data entry in the Financial Aid Management system
- May cover front desk duties including answering phone and in person student requests
- Assist with the Archiving of former student files

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

Develop skills, opportunity to build their resume in a professional setting, and increase engagement within campus community. Communication, adaptability, improve time management skills (prioritize tasks, meet deadlines), organizational skills, positively impact academic performance while balancing classes/athletics, problem-solving, foster personal growth, self-confidence, and foster open communication/common ground working within a team.

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

Good Computer skills required
Excellent communication skills and detailed oriented
Ability to work with minimal supervision
Ability to work in a fast paced office environment
Professional performance required

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

Proficient in Word and Excel
Ability to organize and multi-task

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

Ability to lift 25 pounds
Ability to sit at a desk, use a computer, and phone.
Ability to file physical documents.

Additional Comments

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