



Student Job Description

(On-Campus)

Position Title: Office Assistant **Department:** Student Success Center
Supervisor: Tessa Kimball **Work Location:** Student Success Center, Main Bldg
Start Date: Sept 28, 2026 **Campus:** ☒ Walla Walla ☐ Clarkston **Hourly Wage:** \$17.13
Hours Per Week: 8-15 **Position Available During:** ☒ Fall ☒ Winter ☒ Spring ☐ Summer

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

Weekly hours vary depending on eligibility for state or federal work study.
Work can be completed any time when the office is open: Monday - Friday, 8 AM to 5 PM.

Job Duties and Responsibilities

Communicate with students, staff, and other individuals to answer questions, explain information, take financial aid paperwork, and forward any issues to other staff members if an issue arises.

Answer telephones, direct calls, and take messages.

Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.

Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.

Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.

Type, format, proofread, and edit correspondence and other documents

Complete work schedules, manage calendars, and arrange appointments.

Review files, records, and other documents to obtain information to respond to requests.

Deliver messages and run errands.

Student Job Description

(On-Campus)

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

Communication Skills: verbal communication, active listening, and conflict resolution skills.
Customer service
Gain experience working in a professional environment
Practical application of Microsoft Suite and student database management systems

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

Current WWCC student, taking at least 6 current college credits

Eligible for FEDERAL WORK STUDY

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

Office Experience: General, Scheduling, Telephone Skills, Typing, Documentation Skills, Meeting Planning, Verbal Communication, Written Communication, Dependability, Attention to Detail, Administrative Writing Skills

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.