



GRAYS HARBOR COLLEGE

Job Announcement

Clerical Assistant

Counseling Center
Part-Time, non-permanent

Open: 08/30/2010

Closes: 09/10/2010

APPLICATION PROCEDURE

APPLICANTS ARE REQUIRED TO SUBMIT THE FOLLOWING:

1. Letter of application addressing your abilities and qualifications for the position as they relate to Competencies/Knowledge/Abilities and Required Qualifications
2. [GHC Application](#) (download)*

Applications must be received in the Human Resource Office before 4:00 p.m. 09/10/2010. Late or incomplete applications will not be accepted or considered for interview. **All application materials become property of GHC, and will not be returned or photocopied.**

PROCESS NOTE:

The candidates selected for interviews will be asked to sign an Authorization to Conduct Reference and Criminal History Background Check.

*We would like to encourage you to submit your entire application packet electronically to pfoshaug@ghc.edu. If you have any questions, please contact Patricia Foshaug at 360-538-4218 or 1-800-562-4830, ext. 4218 or visit our website at <http://www.ghc.edu/hr/employment.htm>.

This is a part-time, non permanent position. Hours are approximately 19 hours per week, weekday mornings. This position reports to the Director of Advising and Counseling, Grays Harbor College.

TYPICAL WORK ACTIVITIES

- Serves as the primary receptionist for the office, assisting students, staff and the public, while demonstrating warmth, friendliness and superior customer service skills.
- Responds to student inquiries and makes appointments with appropriate counselors and workforce education coordinator. Monitors the appointment calendars and drop-in coverage. Makes appropriate referrals to other departments.
- Monitors the workload of Counseling Center student assistants. Oversees them in performance of daily tasks, monitors and collects their time cards. Provides hands-on training in office procedures.

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- Sets up quarterly entry advising schedules, coordinates appointments with nursing advisor.
- Assists with the Running Start program, the college advising program and the college testing program. Administers college placement tests, instructing individuals on testing procedures and regulations. Supports the counselors and workforce education coordinator with tasks as requested.
- Maintains office procedures and work methods and ensures the efficient workflow and attainment of designated tasks. Utilizes mail merges, Word, Excel, electronic calendar and email.
- Orders, receives and maintains inventory of forms and supplies. Completes purchase orders for staff.
- Performs other related support duties as required, such as filing, photocopying, faxing documents, typing labels, etc.
- Helps with any tasks requested by the Director to provide support to the programs offered by the Counseling Center.

COMPETENCIES/KNOWLEDGE/ABILITIES:

- Ability to convey friendliness, warmth and acceptance to all individuals.
- Ability to clearly and effectively communicate with individuals and groups.
- Excellent written communication skills including spelling, grammar and punctuation.
- Proficient in Word, Excel and internet.
- Ability to work independently.
- Ability to maintain the highest level of confidentiality at all times.
- Ability to multi-task and prioritize.
- Ability to pay close attention to detail.
- Ability to work calmly in a front office that can at times be very busy

REQUIRED QUALIFICATIONS

- High school graduation or equivalent
- Minimum of two years full-time clerical experience

SALARY AND BENEFITS OR EMPLOYMENT TERMS

This is a part-time, non-permanent position and not eligible for benefits. Salary is \$13 per hour.

If an applicant has a physical or mental condition which requires the College to make a reasonable accommodation for the application and screening process, the applicant must notify the Human Resources Office at least three (3) working days prior to the date of the need.

Grays Harbor College is firmly committed to providing an environment that provides fair and equal treatment in public employment and equal access to its programs and services. This shall be provided to all persons without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, or veteran status. In accordance with the Americans with Disabilities Act of 1990, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. TTY-TTD 360-538-4223.

The following persons have been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Services and/or Office of Human Resources, Grays Harbor College, 1620 Edward P. Smith Drive, Aberdeen WA 98520, (360) 532-9020.

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