

OLYMPIC COLLEGE
Federal and State Work-Study Student Employee Job Description

OFFICE ASSISTANT 1 – FOOD PANTRY

Department/Program: Student Services

Basic Function

This position is an experience for students interested in Humanities, Human Services and/or related discipline, seeking advancement in technical skills. Applicants must be eligible for work-study. This position assists with basic office support for projects and activities related to supporting the Sheryl McKinley Food Pantry. Typical work includes promoting and creating awareness around resources for students with food insecurities, managing inventory of the food pantry, assisting students with accessing food pantry items, and promoting campus and community resources with students.

Hours: 19 hours or less a week

Salary/Wage: Starting at or above minimum wage

Supervisor

Director of Student Leadership and Success. Will also work closely with Director of Students In Need Group.

Examples of Duties

- Assists with students accessing the food pantry.
- Organizes food pantry and maintains inventory.
- Learns and performs a variety of routine office support functions, clerical duties, office machine operation, mail distribution, data entry, telephone assistance, scanning and archiving records.
- Answers telephones; following clearly established guidelines, answers routine questions; receives and refers visitors.
- Assist in set-up and clean-up of equipment and materials for events and/or projects.
- Assist office staff with assembling event and/or project materials.
- Understand and carry out oral and written instructions, manuals, policies and guidelines.
- Learn to demonstrate reliability and a desire to gain new skills.
- Perform other related duties as required and/or assigned.

The statements herein are intended to describe the general nature and level of work being performed by the student employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills assigned of a person in this work-study position.

Minimum Classifications: Position typically requires six months of applicable experience/education.

Dress Code: Appropriate office attire.

Reporting Structure: Director of Student Leadership and Success

Conditions of Employment

- Must pass a criminal records background check.
- If hired, you will need to provide proof of identity and document of U.S. citizenship or appropriate authorization to work in this position as required by the Immigration Reform Control Act of 1986.

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