**JOB TITLE:** Keep it short & simple  
**PAY RANGE:** $16.68 to $\_\_   
**START DATE:**    
 **JOB PURPOSE**  
*(A 1-3 sentence description of the tasks the student employee can expect to perform on a regular basis)*

**PRINCIPAL ACCOUNTABILITIES***(A bulleted list of tasks that the student employee will complete day-to day)*

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES***(A bulleted list of the knowledge, skills and abilities one must possess in order to successfully complete the principal accountabilities).*

Individuals must be able to explain and demonstrate that they possess the knowledge, skills and abilities to safely perform the essential functions of the job, with or without reasonable accommodation:

**EDUCATIONAL BENEFITS TO BE DERIVED BY STUDENTS IN THIS JOB:**  
*A statement explaining how this position enhances a student’s education or how it relates to a future career track. The state of Washington encourages that whenever possible, state work study students should be hired in positions related to their academic pursuits. Some examples of education benefits could include:* *Developing interpersonal skills and effectively collaborating with people from all backgrounds; Enhancing time management, organizational, and multi-tasking skills; Improving critical thinking and problem-solving skills; Practicing written and verbal communication skills; Gaining experience in presenting workshops; Working with students in an advising or mentoring capacity; Developing research skills; Learning how to navigate databases and information systems; further enhancing technology skills; Refining notetaking skills; Improving reflective listening skills; Increasing proficiency in a language; Developing broad skills in the hospitality industry; Deepening knowledge in a field or topic; Gaining experience in front desk, customer service, or office management; Demonstrating responsibility and the ability to work independently; Delivering services in an inclusive manner; Peer tutoring and teaching; Developing leadership skills; Strengthening attention to detail* 

**MINIMUM QUALIFICATIONS**  
*(A bulleted list of the credentials a student employee must minimally have to be considered for the position. Please note that candidates use this area to prescreen themselves so typically there should be very few credentials that eliminate one’s candidacy).*

**SUPERVISOR NAME:**   
**SUPERVISOR PHONE NUMBER:  
DATE POSTED:**

***SAMPLE JOB DESCRIPTION***

***JOB TITLE:*** *Student Office Assistant****PAY RANGE:*** *$16.68 to $17.25/hour****START DATE:*** *September 2, 2025* ***JOB PURPOSE*** *The Student Office Assistant will provide basic administrative duties and complete special projects.*

***PRINCIPAL ACCOUNTABILITIES***

* *Greet visitors to the office and direct them to the appropriate staff member.*
* *Assist students in completing paperwork required to work on campus.*
* *Develop promotional materials as necessary for Human Resources events.*
* *Pay invoices.*
* *Regularly update employee training records.*
* *Assist with data auditing with Human Resources Information Systems (HRIS).*
* *Assist with I9 file compliance.*
* *Complete additional projects as needed.*

***REQUIRED KNOWLEDGE, SKILLS AND ABILITIES*** *Individuals must be able to explain and demonstrate that they possess the knowledge, skills and abilities to safely perform the essential functions of the job, with or without reasonable accommodation:*

1. *Ability to maintain strict confidentiality*
2. *Ability to positively and actively contribute to the College’s core values of diversity, equity, inclusion, and antiracism by striving to make every individual who visits the office feel welcome, using inclusive language, and using an inclusion lens when creating materials and communications*
3. *Strong interpersonal skills and written and verbal communication*
4. *Strong attention to detail*
5. *The ability to use Microsoft Word and Excel at a basic level*
6. *The ability to learn how to navigate training platforms and information systems at a basic level with hands on training*

***EDUCATIONAL BENEFITS TO BE DERIVED BY STUDENTS IN THIS JOB:*** *The student in this role will have the opportunity to experience a fast-paced professional office environment. As a result of serving in this role, they will strengthen their attention to detail and ability to follow instructions, regularly practice strong interpersonal skills, regularly utilize their writing and marketing skills, gain experience in using two different information systems, and learn about various functions of Human Resources including onboarding, I9 compliance, HRIS data reconciliation and employee training records.*

***MINIMUM QUALIFICATIONS*** *Must be at least a first-year student currently enrolled at Whitman College.*

***SUPERVISOR NAME:*** *Cara Setchell, Associate Director of Human Resources****SUPERVISOR PHONE NUMBER:*** *509-527-5970****DATE POSTED:*** *August 1, 2025*