



Our vision is to be a powerful force for improving the quality of life in our community.

Lower Columbia College is accepting applications for a Part-Time Hourly/Temporary Office of Instruction Office Assistant 1

(75 hours or less per month)

The successful applicant will assist the Office of Instruction with office tasks and clerical duties.

Major responsibilities include:

- Resolves problems and responds to inquiries regarding rules, regulations, policies, department procedures and services
- Answering multi-line telephone, receives and refers visitors
- Composes office correspondence, revises forms, distributes mail, maintain inventory
- Review reports for clarity and accuracy
- Compiles and cross checks budgets for accuracy
- Assists with assigning students to advisors and performing in-class student evaluations
- Submits and updates faculty events to school calendar on website
- Establishes and maintains electronic and manual records
- Other general office duties and projects as assigned

Qualifications:

- Two years experience in an office setting
- Excellent computer skills
- Excellent oral and written communication skills
- Service oriented with good people skills

Position pays \$11.39 per hour with no benefits. Open until filled.

Application Procedure

Applicants must complete:

- A Lower Columbia College employment application
- A cover letter addressing how you meet minimum qualifications and the essential functions
- A current resume
- Unofficial transcripts
- LCC Background Check Form
- An Applicant Data Form (optional)

Application materials are available online or at:

Human Resource Services

Administration Building, 1st Floor
Lower Columbia College
1600 Maple Street
Longview, WA 98632

After working 350 hours in a 12-month period, this position will be included in the bargaining unit and will be subject to the union security provisions of the WFSE HE Collective Bargaining Agreement.

Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. Qualified members of protected classes are encouraged to apply. The College is also committed to maintain an environment for teaching and learning which is free of drugs and alcohol.

The Title IX/ EEO Coordinator and Section 504 Compliance/ADA Officer is Kendra Sprague, Administration Building, (360) 442-2120.

If you are hired, you will need to provide proof of identity and documentation of U.S. citizenship or appropriate legal authorization to work for the duration of this position as required by the Immigration Reform Control Act of 1995.

Equal Employment Opportunity Employer