

# Part -Time Position Announcement

<b>Division/Department</b>	Continuing Education
<b>Location:</b>	Pierce College Continuing Education at South Hill Park  716 South Hill Park Dr., Puyallup, WA 98373
<b>Job Title:</b> <b>Salary:</b>	Office Assistant – Part Time \$9.50 per hour
<b>Start Date:</b>	<b>November 1, 2009*****</b>
<b>Reports to:</b>	Lucinda Jayne Werley – Program Coordinator 253-840-8452
<b>Hours:</b>	MW or TTH 5:00 pm to 9:30 pm On-call And/or Saturdays: 8:00 to 5:00  TYPE OF POSITION: Substitute/on-call Part-Time
<b>GENERAL DUTIES</b>	Register students for Continuing Education classes, open and secure classrooms, assist instructors in locating classroom, class supplies and room set-up. Assist staff and instructors with changing room configurations, including moving tables and chairs, assist with obtaining and use of audio/visual equipment. Problem-solve student, instructor and site issues. Operate copier and record copies made for classes & instructors. Report site or equipment malfunctions, prepare and mail confirmation schedules, answer questions over the phone or in person. Explain program policies and procedures to instructors and students and report issues regarding classes or students to supervisors in a timely and thorough manner. Contact students for class changes and cancellations and record resulting refund or transfer requests. Prepare mass-mailings, prepare class packet materials as directed and other duties as assigned.
<b>DESIRED QUALIFICATIONS:</b>	Must be dependable, punctual and customer service oriented. Must be self-motivated, mature, a creative problem solver and able to work well without direct supervision. Must be proficient in the use of Microsoft Word, Excel and Outlook e-mail.
<b>TERMS OF EMPLOYMENT</b>	On-call/substitute position. Report of Temporary Personnel, Maximum of 19.5 hours per week (not to exceed 520 hours in any 6 month period), benefits not available. Work schedule and total number of daily/weekly hours subject to change depending on class and College holiday schedules and departmental needs.

**TO APPLY: CLOSING DATE: Wednesday, OCTOBER 21 by 5:00pm**

Send cover letter and resume to:

**By Mail: Must be postmarked by October 21, 2009**

Pierce College Continuing Education @ South Hill Park  
716 South Hill Park Drive  
Puyallup, WA 98373  
Attn: Lucinda Jayne-Werley

**By Email:**

Attachment formats accepted: Microsoft Word document or Adobe PDF file (1 MB limit in size)  
[lwerley@pierce.ctc.edu](mailto:lwerley@pierce.ctc.edu)

Please put **RE: Office Assistant Position** in the subject line along with your name and phone number where you can be reached.