**Administrative Program Specialist 3/Office Aide 3**

Administrative Program Specialist 3/Office Aide 3, working under limited supervision, assisting with daily office activities. Duties may include, but are not limited to:

* Greeting visitors and answering telephones
* Understanding and meeting FERPA requirements
* Use of Microsoft Office Suite or other similar software to maximize efficiency and accuracy of work
* Providing general reception services including greeting guests
* Providing information and responding to questions in-person and via electronic formats
* Making photocopies
* Scanning, filing and sorting documents
* Data entry
* Composing documents and data entry
* Assisting with website changes
* Assisting with special projects that require research and organization.
* Processing paperwork and/or card requests
* Supporting mail pickup and delivery
* Scheduling appointments/meetings
* Assisting with general errands, attending and assisting with events, assisting in communications regarding office events
* Assist with training new student employees
* Serve as a lead for other student employees
* Performing other related duties as assigned or required

This position will report to the WAGE Centerand *insert title of supervisor/manager.*

This position will work up to 19 hours during the academic year.  *Working hours are typically between 8 am to 5 pm Monday through Friday based on availability.*

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**Required Qualifications:**

Applicants must have worked as an Administrative Program Specialist 2/Office Aide 2for at least one academic year at EWU or other higher education institution or have at least two-years previous related office experience.

Applicants must have a demonstrated professional demeanor and the ability to effectively communicate with a diverse population via phone, in person, or electronic communications.

Applicants must have experience with Microsoft Office Suite

Applicants must have good computer skills with the ability to type or keyboard and to perform data entry and prepare documents.

Applicants must be able to file documents both physically and electronically.

Applicants must be reliable, responsive, willing to take direction and follow guidance.

Applicants must be detail oriented and able to enter data and prepare documents with accuracy.

Applicants must work both independently and in a collaborative group setting.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range C**