



ASSOCIATED STUDENTS OF WWU  
**Personnel Office**  
**Project Assistant**  
Work Study Position  
Program Support Staff 2

**Personnel Office Statement of Purpose:**

The Personnel Office is responsible for the hiring process of Associated Students positions (approx. 250 employees), the placement of work-study students, the coordination of the recognition programs, the programming of quarterly orientation, regular training and development programs.

**Personnel Office Work Study Position Statement of Purpose:**

The Personnel Office Project Assistant Work Study Position is responsible for coordinating assessment of internship practices within the AS. The Project Assistant will work with the Personnel Director to develop and organize a cohesive AS internship program. The Project Assistant is also responsible for assisting in the facilitation of day-to-day operations of the Personnel Office. The Internship Assistant will work directly with the Personnel Director and Personnel Office Staff.

**Term of Position:**

Position begins after a qualified work study student is interviewed, selected and submits their paper work to the AS Personnel Office. Position holder is required to attend any trainings or orientations as required by the Personnel Director.

**Hours and Wage:**

Level II (\$8.85/hour)

The position holder will receive a financial award as directed by the work study award letter. The weekly hours and work will be determined by the amount awarded, the need of the office and the direction of the supervisor.

**Reportage:**

The Personnel Office Project Assistant Work Study position reports to the Personnel Director.

**Required Qualifications:**

1. Must maintain a minimum of 10 credits for undergraduates, and 8 credits for graduates during employment.
2. Must maintain a minimum 2.00 cumulative grade point average.
3. Must maintain all work study financial aid minimum requirements.

**Recommended Qualifications:**

1. An interest and/or understanding of administrative tasks (i.e. copy machines, evaluation, goal setting, Microsoft Word)
2. Knowledge of and sensitivity to confidentiality issues.
3. Work well with people.
4. Work flexible hours, some evening work may be requested.
5. Self-motivated to seek out information regarding personnel, structural and procedural questions.
6. Ability to communicate effectively as well as follow directions.

**AS Responsibilities:**

1. Follow all AS Policies and By-laws.

**Position Responsibilities:**

1. Establish and maintain office hours.
2. Assist in maintaining Personnel office files and records.
3. Assist the office in typing and distributing correspondence.
4. Research internship requirements and responsibilities on campus.
5. Assist in the development of internship materials.
6. Research internship practices at Western and other universities.
7. Assist the Personnel staff with facilitation, preparation and presentations, as directed.
8. Provide clerical support for Personnel staff. This can include: word processing, data entry and other duties as assigned.
9. Work with Personnel staff as additional projects come up.

***The Associated Students is an Equal Opportunity Employer***  
*Job Descriptions are subject to change in accordance with the AS Employment Policy.*