



Highline College TRiO Talent Search

Job Title:	Clerical Aide	Job Category:	Work-Study
Department/Group:	Student Services/TRiO	Job Code/ Req#:	Talent Search
Location:	Building 6	Travel Required:	Yes
Level/Salary Range:	Salary Paid by Financial Aide	Position Type:	Part-time
HR Contact:	Nitasha Lewis	Date Posted:	03/30/2023
Will Train Applicant(s):	Training Provided	Posting Expires:	Until Filled
Applications Accepted By:			

EMAIL RESUME TO: NLEWIS@HIGHLINE.EDU

Subject Line: Clerical Aid Position

MAIL RESUME:

Highline College TRiO Talent Search
PO Box 98000
Des Moines, WA 98198

Job Description

ROLE AND RESPONSIBILITIES

The TRiO Talent Search team is looking for a motivated, self-starting individual to help our project skyrocket to success. Talent Search is a pre-college program that assists middle and high school students in their college pursuits.

Responsibilities Include:

- Mail project materials to participants
- Scan documents
- Basic office procedures
- Create fliers & newsletters
- Cold-Calling & student communication
- Make copies
- Organizing student data
- Create marketing videos

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Must be a Highline College student who is eligible for work-study through financial aid.

PREFERRED SKILLS

1. Microsoft Office
2. Basic computer
3. Time-management
4. Ability to work individually and as part of a team
5. Attention to detail

ADDITIONAL NOTES

Estimated hours per week: 16

YOUR LOGO
HERE

Highline College TRiO Talent Search

(Schedule: Mon-Thursday-Candidate can choose hours between 9:00 am- 4:30pm)