



WSU Whatcom Extension Clerical Assistant

Description:

The Extension Clerical Assistant III will provide direct support to Whatcom faculty and staff by acting as a clerical liaison with the WSU CAHNRS Business Center, which is located in Pullman. Duties include purchasing, deposits, reconciliation, account and contract management.

Responsibilities:

- Support program faculty and staff through clerical support
- Maintain effective communication with CAHNRS Business Center
- Submit and track contracts through to finalization
- Reconcile staff purchasing cards monthly
- Manage civil rights files
- Other duties as assigned

Time Commitment:

This is an annually renewable, non-benefited hourly position; 10 hours per week. \$20.00/ hr.

Training:

WSU Employee training, Organizational on-boarding, related CAHNRS business center trainings

Required Skills:

- Organizational skills
- Bookkeeping & related software
- Ability to work with multiple deadlines
- HS Diploma

Desired Qualifications:

- AA or BA in finance, business management or related field
- Office experience
- Knowledge of WSU Extension and land grant mission.

Supervision:

Supervision will be provided by Extension Director. The position will report to the Extension Director for specific activities.

Timeline:

To apply, send your letter of interest and a resume Applications are requested by February 8, 2019 to Michael Wallace, WSU Whatcom County Director, mlwallace@wsu.edu. Electronic submissions are preferred. Further information is available at 360-778-5813. Screening for this position will begin on February 11, 2019. Physical mailing address: WSU Extension Director, 1000 N. Forest St. Ste. 201, Bellingham, WA 98225.

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