



## **Student Services and Apprenticeship Assistant**

The Northwest College of Construction is accepting applications for a full-time Student Services and Apprenticeship Assistant.

### **Position Summary:**

This is a front-office position that facilitates phone and walk-in communications and assists with front office operations, provides clerical assistance with the administration of apprenticeship programs, and works closely with all departments on a variety of tasks and projects.

### **Required Skills, Abilities, Knowledge & Expertise**

- A minimum of two years general clerical/front office experience required
- High School diploma; Associate's degree preferred
- Experience with MS Office products
- Experience with File Maker Pro preferred
- Excellent communication, time management and problem solving skills
- Able to provide friendly and efficient customer service
- Must be detail oriented and action-oriented (i.e. looks for projects that need to be done rather than waiting for direction)
- Able to work independently, without many detailed instructions
- Able to work cooperatively with a diverse population

Northwest College of Construction is a privately funded, non-profit educational facility. Our Mission is to promote life-long learning by delivering craft, technical, supervisory and management education to workers and managers at all levels in the construction industry.

NWCOC offers a generous benefits package that includes medical, dental, vision, Short-Term Disability, 401(k), Paid Time Off and more. The pay for this position is \$16.50 per hour.

For consideration, respond to this posting with a resume and cover letter to **LaurieE@nwcoc.com**.