

Phone (360) 650-3158  
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Student Employment Center  
516 High Street  
Bellingham, WA 98225-9049

## Sample Job Description (FINAID) Peer Advisor 2

Reports To:	Manager; Program Coordinator, Student Employment Center	State Reimbursement Rate: 60%
Position Requirements:	Must be eligible for WWU student employment. Additional qualifications listed below.	
Wage:	Student employee wage classification 2, beginning at \$9.47 per hour. Actual wage depends on qualifications and experience.	
Period of Employment:	Begins fall quarter 20XX;	
Work Schedule:	10-14 hours per week; flexible around class schedule, with most hours occurring during normal work hours of Mon - Fri, 8am - 5pm.	

### Description of Duties

#### Reception Duties

- Advises students on finding employment both on- and off-campus
- Advises campus and community employers on Student Employment Center posing guidelines
- Answer telephones
- Facilitate job postings for on- and off-campus employers
- Refer calls to appropriate person
- Answer questions regarding working on- or off-campus
- Provide information about Work Study policies and procedures to students and departments

#### Student Employment Database

- Watch inbox for student employment related emails
- Make sure jobs are closed when filled
- Call employers every two weeks to make sure jobs remain open
- Edit jobs for spelling, punctuation and grammar errors

#### Miscellaneous

- Processing credit load waivers
- Occasionally provide administrative support for Manager and Program Coordinator
- Student Employment Hiring process facilitation in Banner and Web4U
- Email employers regarding hourly rate audit report
- Other duties as assigned

### Educational and Other Benefits of Employment

- Customer service and professional development in working with students, departments and community employers
- Opportunity to work with multiple databases and gain skills in a variety of MS Office products (Excel, Publisher, etc.)
- Thorough knowledge of Work Study and familiarity with other financial aid processes
- Increased knowledge of campus programs and services
- Opportunity to increase skills in a variety of areas including project coordination, website development, database development and MS Office

## Minimum Qualifications

The successful applicant will have skills in customer service, strong attention to detail, ability to maintain confidentiality, comfortable with computer applications and be motivated to learn on the job; must have strong work ethics, problem solving skills and present a professional appearance and attitude to the public

## Preferred Qualifications

Applicants with a combination of the following skills may be given preferential consideration:

- Prior experience working with the public
- Understanding of databases and how they function
- Proficiency or familiarity in MS Office products including Access, Excel, and/or Publisher

## Application Process:

*(Note to Department: you decide how students will apply to your program.)*

Email the General Student Employment Application and your resume to:  
Student Employment Center  
Email: [studentemployment@wwu.edu](mailto:studentemployment@wwu.edu)

Application Deadline: **Friday, September 30, 20XX**