OFF-CAMPUS WORK STUDY POSITIONS
2006-2007

WASHINGTON STATE ATTORNEY GENERAL
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Job Title:  Administrative Intern

Pay Rate:  $10.00-12.00/hour

Effective Dates:  October 9, 2006 to June 15, 2007

Job Description:
• Respond to public inquiries regarding consumer issues by:
  o Interviewing consumer complaints by telephone and in person.
  o Evaluative jurisdiction of inquiries to determine if it is within the scope of the Consumer Protection Division or if a referral is appropriate.
  o Mediating disputes between consumers and businesses.
  o Investigating and analyzing consumer complaints as assigned to identify potential unfair and deceptive business practices.
  o Prepare reports for preliminary investigation.

Educational Benefits:
• Students complete training program on consumer issues and learn the fundamental aspects of working in a government and public service organization.
• Students receive ongoing training in specific areas of consumer law.

Minimum Qualifications:
• Ability to work 12-19 hours per week.
• Willing to make a six-month commitment.
• Must have good communication skills.
• Ability to work independently and in a team setting.
• Mature, highly-motivated individuals who enjoy working with the public.