

Center for Inclusion and Diversity (CID) Office Assistant 3
(Non-Permanent, Hourly)
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=261143>

Downloaded On: Aug. 14, 2025 4:47pm

Posted Aug. 14, 2025, set to expire Aug. 25, 2025

Job Title	Center for Inclusion and Diversity (CID) Office Assistant 3 (Non-Permanent, Hourly)
Department	Staff
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Aug. 14, 2025
Application Deadline	08/25/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Center for Inclusion and Diversity (CID) Office Assistant 3 (Non-Permanent, Hourly)

Community Colleges of Spokane

Location:Spokane CC Main Campus Spokane

Department:SCC Multicultural Service/Outreach

Salary Range: \$19.64 - \$26.10

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Starting salary for this position is: \$19.64 (Hourly)

Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

Applications will be accepted until 4:00 p.m. PST on 08/25/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Center for Inclusion and Diversity (CID) Office Assistant 3 (Non-Permanent, Hourly)

JOB SUMMARY

Under the general supervision of the Director of Student Success, Equity, and Diversity, this position will provide administrative support to the Multicultural Student Services department located in the Center for Inclusion and Diversity.

Responsibilities include Center for Inclusion and Diversity (CID) office operations, answering phones, greeting visitors, ordering supplies, updating purchase and budget spreadsheets, maintaining recordkeeping/reporting and processing travel for the departments as requested/needed.

This is a non-permanent, hourly position.

DUTIES & RESPONSIBILITIES

- Oversee office operations at the CID. Serve as the first point of contact at the front desk. Provide excellent customer service by assisting students, staff, faculty, and the community with a variety of requests. *
- Answer phones, respond to emails, and provide information in person to students, staff, faculty, and the public. *
- Perform general office duties: create documents, make copies, file, create reports/spreadsheets,

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assist with tracking departmental budgets, process purchase requisitions, proofread correspondence, and maintain an organized workspace and office environment. *

- Coordinate and schedule daily student appointments for MSS staff. Schedule and coordinate department meetings. *
- Maintain equipment and supplies and maintain a sufficient level of office supplies, and order supplies as necessary for the departments. *
- Record and process monthly purchase card (p-card) statements. *
- Process travel authorizations and coordinate travel requests for the department. *
- Prepare purchase orders and expense reimbursements and maintain records following the college's record retention plan. *
- Provide general event assistance. Represent MSS at events on- and off-campus as required. *
- Review Multicultural Student Services informational materials, web pages, and publications to ensure information is current, consistent, and accurate. Possess knowledge of Multicultural Student Services programs. *
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance the Spokane Colleges strategic plan, and perform other duties as assigned. *

** Indicates this is an essential duty.*

COMPETENCIES

- Values Differences
- Communicates Effectively
- Action Oriented
- Optimizes Work Processes
- Ensures Accountability
- Nimble Learning

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- High school diploma, GED, or equivalent education.

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- Demonstrated commitment to working with populations from diverse racial, ethnic, and socioeconomic backgrounds.
- Demonstrated commitment to fostering and supporting a teaching, learning and/or working environment that honors diversity, equity and inclusion.
- Demonstrated customer service experience.
- Proactive leadership skills with the ability to assist in the overall operations of the Center for Inclusion and Diversity
- Experience using Microsoft Office software.
- Excellent verbal, written, and interpersonal communication skills.
- Working knowledge of general office equipment.
- Ability to use a multi-line phone system and possess proper phone etiquette skills.
- Ability to work on and pivot between multiple tasks and work in a fast-paced environment.
- Ability to handle constant interruptions.
- Ability to maintain a high level of confidentiality.

DESIRED QUALIFICATIONS

- Associate degree.
- One or more years of clerical experience.
- Prior work experience in a higher education setting.
- Work is performed in a semi-open office environment with frequent interruptions and background noise.
- Work is often sedentary.
- Move up to 25 lbs. occasionally.
- Occasional to frequent change in position from sitting, standing, and walking.
- Work directly with students/clients.

CONDITIONS OF EMPLOYMENT

- Non-permanent, hourly position.
- Work schedule will be determined by the supervisor.
- This position is overtime eligible.
- Criminal background check is required.
- This position is eligible for coverage under a collective bargaining agreement. Membership is optional.

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Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

- To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:
- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy

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related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/center-for-inclusion-and-diversity-cid-office-assistant-3-non-permanent-hourly-spokane-washington-united-states>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Community Colleges of Spokane

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