

WSIPP Job Recruitment—Administrative Assistant

Opened: October 15, 2018

Closes: November 13, 2018

Salary Range: \$2,987- \$3,883 per month of full-time work (DOQ)

Special Note

This is a full-time, overtime-eligible, “at-will” appointment, exempt from Washington State Civil Service rules.

The Washington State Institute for Public Policy (WSIPP) is a nonpartisan public research group located in Olympia, the hub of Washington State government. WSIPP is composed of a team of multidisciplinary researchers who conduct applied policy research for the state legislature in a creative and collaborative environment.

WSIPP is strongly committed to the core values of quality and impartiality. Created in 1983, WSIPP has become nationally and internationally recognized for the design, depth, and quality of its research reports and benefit-cost analyses.

Position Purpose

Under the direction of the Operations Manager, the Administrative Assistant provides administrative support for all WSIPP staff.

This position requires a highly organized, detail-oriented individual to provide administrative support to the Director, Associate Director, Operations Manager and other WSIPP staff. Responsibilities include correspondence, office reception, records management, monitoring expenditures, report and presentation preparation, organizing and obtaining research materials, and general office duties. The position requires an individual to work diplomatically, professionally, and in a nonpartisan manner with the ability to interact with a variety of individuals: legislators, legislative and agency staff, higher education institution faculty and staff, and the general public.

Nature and Scope

WSIPP conducts research at the direction of the state legislature or its Board of Directors.

Ideal candidates have a general interest in research and public policy, strong communication skills, and an eagerness to learn.

Essential Functions

- Provide confidential support for the Director and office staff.
- Answer telephones, receive and refer visitors, respond to general questions, and fulfill requests.
- Independently process and maintain files of contract documents, purchase requisitions, invoice vouchers, travel documents, personnel records, and institutional correspondence.

- In an accurate and timely manner, maintain internal informational lists and WSIPP mailing lists.
- Establish and maintain electronic and paper filing systems of original reports, presentations, and financial records.
- Help finalize documents for publication in conformance with WSIPP standards; ensure final reports meet accessibility standards prior to publication.
- Serve as primary internal point of contact for administrative needs of staff, including but not limited to making travel reservations/arrangements and assisting staff with scheduling.
- Assist with onboarding and off boarding of personnel.
- Complete errands to The Evergreen State College campus and the Olympia area using personal automobile or public transportation.
- Assist with tracking legislation during legislative sessions.
- Maintain office supply inventory and liaise with building owner as needed.
- Operate computer, printers, copier, and scanner.
- Other administrative duties as required.

Knowledge, Skills, and Abilities

- High personal motivation, self-management, and detail-orientation.
- Ability to take responsibility in meeting deadlines and making progress without direct supervision.
- Strong interpersonal and communication skills.
- Ability to prioritize and perform multiple tasks simultaneously, handle interruptions appropriately, and complete assignments on time.
- Computer skills for word processing, presentations, spreadsheets, and databases.
- Computer skills for routine and complex internet research.
- Ability to maintain confidentiality.
- Ability to work diplomatically, professionally, and in a nonpartisan manner.
- Knowledge of Microsoft Office software (Outlook, Word, Excel, Power Point).

Minimum Qualifications

- High School Diploma or GED Equivalent and
- Three years of progressively responsible experience in clerical/office or administrative work. Formal relevant education may be substituted year-for-year experience.

Desired Qualifications

- Advanced/expert proficiency with Microsoft Office software (Outlook, Word, Excel, Power Point).
- Experience using Banner finance software.
- Experience at Washington State Legislature, in Washington State government, and/or a similar setting.
- A Bachelor's degree in business administration, public administration, or closely aligned field from an accredited college or university.

Conditions of Employment

Must provide proof of identity and employment eligibility within three days of beginning work.

To Apply

To apply please visit <https://evergreen.peopleadmin.com/postings/2062>.