

Dear WorkSource Job Seeker –

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EXTRA EXTRA: Program Specialist – Workforce Education!

POSITION SUMMARY

Provides program support and customer service to assist workforce and financial aid staff with the processing of federal and workforce financial aid programs. This position reports to the Director of Workforce Education. This recruitment will serve to fill two (2) vacancies.

MINIMUM QUALIFICATIONS:

- * High School Graduate or equivalent
- * One year of college of applicable work experience
- * Experience with word processing, database, spreadsheets, email or other related business software

CONDITIONS OF EMPLOYMENT:

- * Successfully complete a criminal background check prior to employment
- * Regular and predictable attendance

WORK SCHEDULE & SALARY:

Up to 17 hours per week, with varied schedule. Flexibility in scheduling is required to meet department needs. **Pay range is \$16.00 to \$18.00 per hour DOE/DOQ.**

How to Apply: Qualified candidates should apply online on the employer site at <https://www.governmentjobs.com/careers/tacomacc/jobs/1971539/program-specialist-workforce-education?page=3&pagetype=jobOpportunitiesJobs>

Best regards –

WorkSource Weekly Team

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"Helping Business and Job Seekers Succeed!"