

Centralia College
Center of Excellence for Clean Energy
Office Assistant and Instructional Tech

The Pacific Northwest Center of Excellence for Clean Energy is a nationally recognized model providing strategic coordination for the energy industry's skilled workforce in the Pacific Northwest. The Center is led by a broad based consortium comprised of industry and labor leaders that guide the center to:

- Develop and mature industry and labor partnerships to better understand the ever changing workforce issues facing electric utilities and independent power producers.
- Translate energy industry research into "Best Practices" training and education to ensure programs meet industry's workforce needs.
- Provide clear education and career pathways for students and job seekers for entry into high skills high wage energy jobs.
- Create a competitive workforce pipeline to meet increasing energy demands and support the economic future of the Pacific Northwest.

For more information visit the Center's website at <http://cleanenergyexcellence.org/>

Position Description:

Perform a variety of clerical assignments such as preparing reports, establishing record keeping/filing systems and data base files, creating purchase orders, booking staff travel arrangements and travel reimbursement. Monitor financial records and respond to inquiries regarding office/department policies and procedures. Support energy industry advisory board communications/functions including recording meeting minutes and coordination.

Provide technical support for AAS Energy Technology faculty and students with General Physics online learning management system. Deliver classroom presentations on online system and updates on job placement opportunities.

<http://gpillearn.gpstrategies.com/>

Support planning team for the Annual Energy Summit hosted by the Center in June. Track online event registration, place rental and catering orders, host registration table at event and provide other support as needed.

<http://cleanenergyexcellence.org/summit/>

This is a 17 ½ hour a week position through June 30, 2015. Wage is \$14/hour. To apply, please submit resume and cover letter by September 1, 2014 to Barbara Hins-Turner at bhins-turner@centralia.edu.