



Job Description

Position Title: Advising and Career Services Student Worker
Campus & Department: Advising and Career Services

Position Summary:

Advising and Career Services at Seattle Central College has a student worker opportunity available for current students. The Advising and Career Services Student Worker position is a part-time, temporary position. This position will support our full-time Advising Center, First-Year and Career Services Center, or the College Transfer Center. The work may be supporting students with academic, career, and transfer-related concerns. Additionally, student workers may provide support with existing department projects or general student services as needed.

Hours:

Candidate can expect to work between 10 – 16 hours per week.

Reporting Relationships:

Reports to the Assistant Director of Advising or the Assistant Director of First Year and Career Services.

Essential Functions:

- Assist students in person or via email and phone with basic advising needs including website navigation, test interpretation, class selection, explanation of degree audits, explanation of the transfer process and requirements to complete college transfer degrees.
- Provide new/first-year students with support to complete registration, assist with access to campus resources, and assist with weekly calling projects to support advisors.
- Ability to manage front counter and student flow through the Advising Center, First-Year and Career Services Center, or the College Transfer Center.
- Other duties as assigned.

Qualifications:

- Must be in second year of studies and possess a minimum 2.5 GPA.

Expectations:

- Create a welcoming environment and provide professional customer service to all students and staff.
- Timely response of all inquiries, including voicemails.
- Making sure students are receiving the type of help they are seeking and going above & beyond to support them.
- Prioritizing work tasks and being proactive in completing assigned duties.
- To be able to complete work with a high degree of independence
- Demonstrated Microsoft WORD, EXCEL and Outlook skills

Incumbent Review: _____ Date: _____

Supervisor Review: _____ Date: _____

HR Admin Review: _____ Date: _____

The above is intended to describe the general content of and requirements for the job. It is not an exhaustive statement of all the duties, responsibilities, or requirements of the job.