

Work-Study Off-Campus Job Description

1. Job Title: office Clerk
2. Pay Range: \$ 1 8 . 0 0 to \$ 2 2 . 0 0
3. Start Date: 0 7 / 0 1 / 2 3
4. Quarter(s) Needed: Summer, Fall, Winter, and Spring.
5. Hiring Department: Seattle Interpretation Services, Inc. (Interpretation/Translation)
6. Contact: CanhTan Ta
7. Preferred Method of Contact: email: seattleint@outlook.com
8. Number of open Positions: 2
9. Hours needed: 10:00AM to 6:00PM
10. Job
Duties: Answering telephone calls, sorting and filing documents, data entry, and dispatchers.
11. Minimum
Qualifications: Fluency in English, good communication and organization skills, ability to use microsoft products (Outlook, Word, Excel).

Student Financial Aid & Veterans Affairs
financialaid.central@seattlecolleges.edu
Direct: 206-934-3844

