

# Work-Study On-Campus Job Description

1. Job Title: MESA Ambassador
2. Pay Range: \$ 18.69
3. Start Date: 09 / 13 / 2023
4. Quarter(s) Needed: Fall, Winter, Spring
5. Hiring Department: MESA-STEM
6. Contact: Lorena Hernandez- Director
7. Preferred Method of Contact: Lorena.Hernandez@seattlecolleges.edu
8. Number of open Positions:2
9. Hours needed: 5-10
10. Job Duties:Ensure all students who use the MESA Center check-in at the front desk, keep track of loaned textbooks and calculators, opening and/or closing of the MESA Center, assist with clerical projects, staff information tables at college-wide events, assist with workshops and special events, provide prospective students with information about the MESA program, serve as encouraging role models and advocates of MESA and Seattle Central College, attend leadership trainings provided by Student Leadership, ensure the MESA Center is clean, organized, and well stocked, & other duties as assigned.
11. Minimum Qualifications:be a student enrolled at Seattle Central College, be an active MESA member, experience with Microsoft Office, attention to detail and ability to follow directions and procedures accurately, & ability to work independently and as a member of a diverse team.

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

