

Work-Study On-Campus Job Description

1. Job Title: Peer Navigator Intern
2. Pay Range: \$ 1 8 . 6 9 to \$ 1 8 . 6 9
3. Start Date: 0 9 / 0 6 / 2 3
4. Quarter(s) Needed: Fall 2023, Winter 2024, Spring 2024
5. Hiring Department: Seattle Promise
6. Contact: Assistant Director of Retention
7. Preferred Method of Contact: Email Anna.Tran@seattlecolleges.edu
8. Number of open Positions: 6
9. Hours needed: 8-16 hours per week

10. Job

Duties: Assist in planning, implementing, and communicating Seattle Promise program activities including quarterly Retention workshops and culturally relevant social engagements to build a strong sense of community and identity.
Collaborate with student support services, student organizations, and clubs to support their initiatives and provide guidance on event planning and execution.
Provide support during on-campus events such as Readiness Academy and Summer Bridge, including event set-up, registration, crowd management, and ensuring a smooth and enjoyable experience for attendees.
Provide clerical support to program directors and Retention Specialists, including meeting notes, appointment scheduling, maintaining records, collecting feedback from participants, and contributing to program assessment and improving efforts
Help create and distribute promotion materials for event programming, utilizing various platforms such as social media, print, and email communications.
Address inquiries and provide referral information about upcoming programs and appropriate services through Seattle Colleges partners.
Build a trusting relationship with Promise Scholars and act as a liaison between Scholars and the Seattle Promise department.

11. Minimum

Qualifications: Ability to work effectively with diverse populations.
Ability to maintain confidentiality when working with student-specific information.
Ability to use resources (internet, support staff, supervisor) to understand Seattle Promise and academic specific policies and communicate them to students, parents, and others who visit the Seattle Promise office.
Confidence using a computer and willingness/ability to learn Excel, Word, Outlook, Zoom, Starfish, and ctcLink.
Organized and ability to track details.
Ability to connect and build relationships with peers, professional staff, and campus partners.

Student Financial Aid & Veterans Affairs
financialaid.central@seattlecolleges.edu



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