

Work-Study On-Campus Job Description form

Admissions and Outreach Peer Support Work Study

Quarter(s)Needed: Fall, Winter, Spring, Summer

Hiring Department: Seattle Central College Admissions and Outreach

Contact: Dr. Bucky McKenzie (he/him)

Preferred method of contact: Please email me at: Bucky.McKenzie@seattlecolleges.edu

Number of open Positions: 2 or 3

Hours needed: Between 10 and 15 hours per week ((Please note: Work Study students are not allowed to work more than 19 hours in a week. Work study students are only allowed to have one work study job at a time.))

Job Duties: - You will be trained and fully supported throughout your entire work study. While you can and will work independently (and sometimes from home), someone will always be available to answer your questions and help you. We want you to enjoy your work study experience, and we value all that you bring as a student at Seattle Central College! You will be answering general questions about going to school at

- Answer general questions on “LiveChat” - Real-time Internet-based, text-based chat platform.
- After a two- to three-week training period, you will answer general questions on the telephone
- Communicate with potential students via your school email

Minimum Qualifications:

- International Students: I’m so sorry that I cannot hire International Students - Funding for this position is based on FAFSA (Federal) Work Study Awards.
- Students must be awarded Federal Work Study or State Work Study funds
- Please do not apply if you are not willing to answer the telephone after ample supportive training. While I very much respect that many people have social anxiety (and extra anxiety about answering the phone), phone work is essential to helping this department.

Seattle Central College Admissions and Outreach

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