

# Work-Study On-Campus Job Description

1. **Job Title:** Information Central Student Ambassador Work Study
2. **Pay:** \$19.97/hour
3. **Start Date:** 03/21/2024
4. **Quarter(s) Needed:** Fall, Winter, Spring, Summer
5. **Hiring Department:** Information Central
6. **Contact:** Tyler Saunders
7. **Preferred Method of Contact:** Email: [tyler.saunders@seattlecolleges.edu](mailto:tyler.saunders@seattlecolleges.edu)
8. **Number of Open Positions:** 2 to 3
9. **Hours Needed:** 8 to 12/week. Monday-Thursday 8am-4:30pm; Friday 8am-12pm
10. **Job Duties:** Information Central is a student-led space dedicated to creating connections, navigating systems and promoting engagement opportunities in the service of student success and agency. Our office offers learning and leadership opportunities for our Student Ambassadors. We work as a team to fulfill our motto of students helping students navigate college. As a Student Ambassador you will do the following:
  - a. Provide accurate, timely information and referrals to walk-in, phone, and email inquiries
  - b. Track number of in-person visitors on the Walk-in sheet
  - c. Approve, post, and remove posters in designated campus areas
  - d. Support campus communications, student enrollment, and Welcome Week activities
  - e. Assist prospective/new students through the enrollment process up through the first day of classes
  - f. Maintain a clean, orderly office environment
  - g. Navigate students through basic IT related questions, accounts and passwords
11. **Minimum Qualifications:**
  - a. Eagerness to work with and serve students of all backgrounds
  - b. Ability to exchange information in-person and by phone and email
  - c. Familiarity with Seattle Central campus, policies and procedures desired
  - d. Foreign language proficiency a plus



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Information Central