

Work-Study On-Campus Job Description

1. Job Title: Seattle Maritime Academy Admissions & Outreach Peer Support Work Study
2. Pay: \$20.00/hour
3. Start Date: 06/24/2024
4. Quarter(s) Needed: Summer
5. Hiring Department: Seattle Maritime Academy
6. Contact: Cristalina Goulart
7. Preferred Method of Contact: Email: cristalina.goulart@seattlecolleges.edu
8. Number of Open Positions: 1 to 2
9. Hours Needed: 8 to 10/week. Fridays 8am-4pm
10. Send resume & cover letter to Cristalina before April 30th.

Job Duties: Seattle Maritime Academy is one of the many skilled trades offered with Seattle Central College. SMA's location is in Ballard. This is an in-person position. This position is to create connections, navigate systems and promote engagement opportunities.

As an Admissions & Outreach Peer Support, you will do the following:

- a. Provide accurate, timely information and referrals to walk-in and phone inquiries.
- b. Track number of in-person visitors on the Walk-in sheet
- c. Support campus communications
- d. Assist prospective/new students through the enrollment process
- e. Maintain a clean, orderly office environment
- f. Navigate students through basic IT related questions, accounts and passwords

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. **Students must be awarded Federal Work Study or State Work Study funds**

