

Form Name: WorkStudy Job Description 2024-25\_SEATTLE COLLEGES  
Submission Time: September 23, 2024 3:40 pm  
Browser: Chrome 129.0.0.0 / Windows  
IP Address: 168.156.83.176  
Unique ID: 1268482250  
Location:

<b>Job Title</b>	MESA Ambassador
<b>Campus Location</b>	Seattle Cental
<b>Department</b>	STEM B- MESA
<b>Building and Room Number</b>	BE 3221
<b>Job Description</b>	<p>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, sssist 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, &amp; other duties as assigned.</p>
<b>Number of Positions Available</b>	5
<b>Experience/Qualifications Desired</b>	<p>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, &amp; ability to work independently and as a member of a diverse team.</p>
<b>Educational Benefits</b>	Gain STEM community.
<b>Expected Hours</b>	10
<b>Position Available</b>	Fall, Winter, and Spring
<b>Contact Person</b>	Lorena Hernandez
<b>Contact Person's Phone Number</b>	(206) 934-4320
<b>Contact Person's Email</b>	lorena.hernandez@seattlecolleges.edu