VOLUNTEER OPPORTUNITY
(Updated: April 2025)

Position Title: Student Services Ambassador

Agency Name: Learning Support Network (LSN)

Agency Description:
The LSN is dedicated to student success. We offer free tutoring and academic support to help students thrive in college.

Position Description:
Become a Student Services Ambassador!
Help fellow students succeed while gaining valuable experience and communication skills.

As a **Student Services Ambassador**, you'll be the **friendly face of the Learning Support Network**. The first-person students see when they walk into the Learning Centers. You'll help connect them with tutoring and support services, while gaining hands-on experience in communication, technology, and office administration.

Key Responsibilities:
- Create a warm, welcoming space for all students, staff, and guests
- Greet and assist students with information about LSN services and tutoring policies
- Promote tutoring services and distribute flyers, handouts, and materials
- Help students navigate key platforms like Starfish, eTutoring, Canvas, and Zoom
- Assist with scheduling appointments and managing the tutoring calendar in Starfish
- Help manage our virtual front-desk through our Zoom Pro account
- Answer phones and departmental emails
- Manage session check-ins
- Refer students to additional support services when needed

Qualifications:
You will be a great fit if you:
- Enjoy helping people and creating a welcoming environment
- Have solid communication skills
- Are comfortable learning and using basic tech tools (we'll train you!)
- Want to gain professional experience in a student-focused environment
- Like solving problems and staying organized

Total number of weekly hours: Flexible
Days/Hours: Flexible (during LSN Open Hours)
Number of openings: 5+ (Flexible)
Start Date: Anytime

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Phone: 206-934-4025
Web Address: https://seattlecentral.edu/campus-life/student-support-and-services/learning-support-and-tutoring

Application Instructions:
To apply, please complete this form or scan the QR Code:
https://forms.office.com/r/aNnsyFYFyK