

# **VOLUNTEER OPPORTUNITY**

(Updated: July 2025)

*Please note: All on-campus volunteers are required to have a social security number and cannot earn college credit for this position.*

**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

**Address:** 1701 Broadway

**City, State, Zip:** Seattle, WA 98122

**Contact Person:** Ari Magallanes

**E-mail Address:** ari.magallanes@seattlecolleges.edu

**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>

