

Form Name:	WorkStudy Job Description 2025-26_SEATTLE COLLEGES
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Location:	

<b>Job Title</b>	Student Leadership Front Desk Assistant
<b>Campus Location</b>	Seattle Cental
<b>Department</b>	Student Leadership
<b>Building and Room Number</b>	SAC Front Desk
<b>Job Description</b>	<p>Assist the Administrative Assistant in the Student Leadership office and other Student Leadership staff with daily operations</p> <p>Provide accurate, timely information to walk-in and phone call inquiries</p> <p>Track number of in-person visitors on the Walk-in sheet</p> <p>Promote student involvement opportunities by providing information about Student Leadership activities and assisting with club and events logistics</p> <p>Maintain a clean, orderly office environment</p>
<b>Number of Positions Available</b>	2
<b>Experience/Qualifications Desired</b>	<p>Eager to work with and serve students of all backgrounds</p> <p>Ability to exchange information in-person and by phone</p> <p>Familiarity with Seattle Central campus, policies and procedures desired</p> <p>Foreign language proficiency a plus</p>
<b>Educational Benefits</b>	<p>Gain hands-on experience in a professional office setting</p> <p>Become engaged in student leadership opportunities and mentorship</p> <p>Develop time management, multitasking, and organizational skills transferable to academic success</p>
<b>Expected Hours</b>	10
<b>Position Available</b>	Summer, Fall, Winter, and Spring
<b>Contact Person</b>	Tyler Saunders

**Contact Person's Phone Number**    (206) 934-3840

**Contact Person's Email**                    tyler.saunders@seattlecolleges.edu