

Form Name:	WorkStudy Job Description 2024-25_SEATTLE COLLEGES
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Location:	

Job Title	Advising and Running Start Navigator
Campus Location	Seattle Cental
Department	Advising
Building and Room Number	BE 1102
Job Description	<p>Greet students and guests in the Advising and Running Start lobby and answer questions whenever possible, including during non-advising hours (within business hours).</p> <ul style="list-style-type: none"><li>● Assist students with the check-in process for drop-in advising or appointments.</li><li>● Maintain a professional presence while processing and addressing incoming student inquiries both promptly and thoroughly.</li><li>● Contribute to a work environment that embraces diversity and welcome diverse perspectives to improve services and enhance the Seattle Central College campus.</li><li>● Provide information to guests, including students, staff, and/or the public regarding services, programs, policies, and events/activities.</li><li>● Effectively triage inquiries to best direct students to appropriate resources and learn to navigate types of advising services offered.</li><li>● Carefully document and record interactions with students and thoroughly gather student information when recommending courses of action.</li><li>● Compassionately educate students on Advising, Running Start, and institutional practices and locations of resources available on campus.</li><li>● Promptly stock, assemble, and distribute appropriate publications for the Advising and Running Start departments in the lobby or at college functions, including flyers, pamphlets, and digital presentations visible to students.</li><li>● Work closely with the Academic Advising, Transfer, and Running Start staff in addition to staff in departments that also work closely within the 1102 suite.</li><li>● Other duties as assigned.</li></ul>
Number of Positions Available	4

<b>Experience/Qualifications Desired</b>	<ul style="list-style-type: none"> <li>● Must be eligible for Work Study employment</li> <li>● Maintain a cumulative GPA of at least 2.0</li> <li>● Meet minimum credit enrollment requirements for student employment.</li> <li>● Preferred: Graduation date June 2025 or later.</li> <li>● Customer service driven with the ability to maintain confidentiality and sensitivity to student needs.</li> <li>● Ability to learn and grow as a professional, with willingness to participate in professional development.</li> <li>● Highly motivated, flexible, adaptive, strong multi-tasking skills and a self-starter.</li> </ul>
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<b>Educational Benefits</b>	<p>Advising and Running Start supports students in their educational and transfer goals in the world of higher education. Navigators play a significant role in ensuring that students feel empowered in their academic journeys and are able to utilize the resources that are available to them. This position provides friendly, courteous service, information on Academic Advising and Running Start, and supports students navigating resources. Navigators will work at the Advising and Running Start front desks during office hours and special events.</p>
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<b>Expected Hours</b>	12
<b>Position Available</b>	Summer, Fall, Winter, and Spring
<b>Contact Person</b>	Carolynn Tulluck
<b>Contact Person's Phone Number</b>	(206) 934-5468
<b>Contact Person's Email</b>	carolynn.tulluck@seattlecolleges.edu