

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

<b>Job Title</b>	Information Central Student Ambassador
<b>Campus Location</b>	Seattle Central
<b>Department</b>	Information Central
<b>Building and Room Number</b>	BE 1105
<b>Job Description</b>	<p>Provide accurate, timely information and referrals to walk-in, phone, and email inquiries</p> <p>Track number of in-person visitors on the Walk-in sheet</p> <p>Approve, post, and remove posters in designated campus areas</p> <p>Support campus communications, student enrollment, and Welcome Week activities</p> <p>Assist prospective/new students through the enrollment process up through the first day of classes</p> <p>Maintain a clean, orderly office environment</p> <p>Navigate students through basic IT related questions, accounts and passwords</p>
<b>Number of Positions Available</b>	3
<b>Experience/Qualifications Desired</b>	<p>Eagerness to work with and serve students of all backgrounds</p> <p>Ability to exchange information in-person and by phone and email</p> <p>Familiarity with Seattle Central campus, policies and procedures desired</p> <p>Foreign language proficiency a plus</p>

**Educational Benefits**

Information Central is a student-led space dedicated to creating connections, navigating systems and promoting engagement opportunities in the service of student success and agency. Our office offers learning and leadership opportunities for our Student Ambassadors. We work as a team to fulfill our motto of students helping students navigate college. Gain hands-on experience in a professional office setting. Develop time management, multitasking, and organizational skills transferable to academic success.

<b>Expected Hours</b>	10
<b>Position Available</b>	Summer, Fall, Winter, and Spring
<b>Contact Person</b>	Tyler Saunders
<b>Contact Person's Phone Number</b>	(206) 934-6383
<b>Contact Person's Email</b>	<a href="mailto:tyler.saunders@seattlecolleges.edu">tyler.saunders@seattlecolleges.edu</a>