

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

Job Title	Marketing & Outreach Student Assistant
Campus Location	Seattle Central
Department	Learning Support Network
Building and Room Number	BE 2102, SAM 100
Job Description	<p>The Outreach & Marketing Student Assistant will play a key role in promoting campus academic support services, including the Bruce McKenna Writing Center, the Science and Math (SAM) Learning Center, and the Broadway Edison (BE) Learning Center. This position is ideal for a creative, outgoing student who enjoys engaging with peers and using marketing strategies to increase awareness and participation.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none">• Create and distribute promotional materials such as flyers, posters, and digital graphics.• Manage social media accounts for the Centers, including creating content and monitoring engagement.• Conduct classroom visits to share information about available services.• Participate in new student orientation, tabling events, and represent the centers at campus activities.• Assist in planning and staffing open houses and other outreach events.• Collaborate with staff to develop innovative marketing strategies.• Track outreach efforts and provide feedback for improvement.• Will occasionally be asked to cover the front desk if needed.

Number of Positions Available 4

Experience/Qualifications Desired	<p>Qualifications</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills. • Reliable, organized, and detail-oriented. • Ability and/or experience working with diverse populations • Reliable, organized, and able to work independently with general training and supervision, while also thriving as part of a dynamic team • Ability to/experience with learning technology tools: Teams, Microsoft 365, Canvas, Starfish. <p>Preferred Qualifications</p> <ul style="list-style-type: none"> • Experience with social media platforms (Instagram, TikTok, etc.). • Basic design skills using tools like Canva or similar. • Public speaking or presentation experience. • Knowledge of campus resources and student life. • Photography or video editing skills.
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Educational Benefits	<ul style="list-style-type: none"> • Gain hands-on experience in marketing and promotion, including social media management and content creation. • Develop public speaking skills through classroom visits and event participation. • Strengthen interpersonal communication skills by engaging with diverse student groups and staff. • Learn event planning and coordination by assisting with open houses and tabling activities. • Build graphic design and visual communication skills using tools like Canva or Adobe Spark. • Enhance time management and organizational skills by balancing multiple outreach tasks. • Improve collaboration and teamwork skills by working closely with staff and other student employees. • Gain professional experience that can be applied to careers in marketing, communications, education, or student services.
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Expected Hours	10
Position Available	Summer, Fall, Winter, and Spring
Contact Person	Ari Magallanes
Contact Person's Phone Number	(206) 934-4025
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