

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

Job Title	Wood Technology Center Assistant
Campus Location	Wood Technology Center
Department	Wood Technology Center
Building and Room Number	Wood Technology Center 102
Job Description	<p>Clean and organize shop area/classrooms</p> <p>Provide approved access and assistance to students in assigned area during your shift.</p> <p>Build storage racks and display fixtures</p> <p>Troubleshooting, filing, printing, and use of equipment</p> <p>Take inventory and organize materials/supplies</p> <p>Maintain adequate level of supplies and tools</p> <p>Help setup facilities for WTC functions</p> <p>Help maintain tools</p> <p>Assist in computer lab/library/office</p> <p>Keep area clean, uncluttered and safe-including common areas in and around your assigned areas, such as countertops, tables and floors</p> <p>Keep accurate time logs and log of shift activities as required</p> <p>At shift completion, make sure area is vacant, lights are turned off, necessary equipment is powered down and doors are locked.</p>
Number of Positions Available	2

Experience/Qualifications Desired Wood Technology Center Student
Work Study Eligible
Experience with Outlook/ Microsoft Suite and ability to learn Office 365 applications.
Basic computer skills, including working with files, folders, and common office software.
Strong attention to detail and ability to follow instructions.
Ability to learn new systems and tools with training and guidance.
Organizational skills and ability to manage and prioritize multiple small tasks.

Educational Benefits Gain skills in troubleshooting and organizing equipment.
Develop work experience in an office environment.

Expected Hours 15

Position Available Fall, Winter, and Spring

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