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

Job Title	Reentry Peer Navigator (Work-Study)
Campus Location	Seattle Cental
Department	Student Support
Building and Room Number	BE1102B1
Job Description	Role and Responsibilities •Utilize word processing, spreadsheet, and database software to create and maintain reports, event announcements, correspondence, and meeting notes •Maintain and update resource databases to ensure accuracy and accessibility •Support the Reentry Navigator in planning and preparing for events such as job fairs and community outreach activities •Organize and file documents in accordance with established procedures •Provide comprehensive administrative support to the Reentry Navigator •Serve as a peer mentor, offering guidance and support to reentry students •Monitor shared email inboxes and connect students with appropriate campus and community resources •Assist with general administrative and operational tasks as needed
Number of Positions Available	1

Experience/Qualifications Desired	Required •Currently enrolled or planning to enroll at Seattle Central College and eligible for Federal Work-Study •Interest in supporting fellow students, especially reentry and justice-impacted students •Strong communication skills and willingness to learn professional email, verbal, and office communication •Basic computer skills (Microsoft Word, email, internet use); training provided as needed •Ability to work independently, stay organized, and manage multiple tasks •Reliable, punctual, and able to maintain professionalism and confidentiality •Willingness to learn and work in a trauma-informed, student-centered environment Preferred (But Not Required) •Lived experience as a reentry, first-generation, non-traditional, or justice-impacted student •Prior work-study, student leadership, volunteer, or customer service experience •Familiarity with campus resources or experience supporting peers •Experience using Microsoft Excel, databases, or scheduling tools •Bilingual or multilingual skills Training and support will be provided. Students with lived experience and strong interest in supporting others are encouraged to apply, even if they do not meet every preferred qualification.
Educational Benefits	•Develop strong communication skills, including verbal, written, and electronic communication •Gain experience providing pro-social and peer-based support to reentry students •Learn how to create and sustain a welcoming, trauma-informed environment for reentry students •Build practical reentry and professional skills applicable to careers in education, social services, and related fields
Expected Hours	19
Position Available	Summer, Fall, Winter, and Spring
Contact Person	Karlin Krishnaswami
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