

Form Name: WorkStudy Job Description 2025-26\_SEATTLE COLLEGES  
Submission Time: June 9, 2026 12:13 pm  
Browser: Chrome 149.0.0.0 / Windows  
IP Address: 168.156.80.60  
Unique ID: 1469076644  
Location:

---

<b>Job Title</b>	Student Ambassador
<b>Campus Location</b>	Seattle Cental
<b>Department</b>	Information Central
<b>Building and Room Number</b>	BE1105

---

**Job Description**

Information Central is a student-driven 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. As a Student Ambassador you will do the following:

- a. Provide accurate, timely information and referrals to walk-in, phone, and email inquiries
- b. Track number of in-person visitors on the Walk-in sheet
- c. Approve, post, and remove posters in designated campus areas
- d. Support campus communications, student enrollment, and student engagement activities
- e. Assist prospective/new students through the enrollment process
- f. Maintain a clean, orderly office environment
- g. Navigate students through basic IT related questions, accounts and passwords
- h. Attend team meetings and trainings
- i. Participate on student committees, student success initiatives, and special projects, as assigned

---

<b>Number of Positions Available</b>	4
<b>Experience/Qualifications Desired</b>	<p>Familiarity with Seattle Central campus, and its policies and procedures (including the enrollment process)</p> <p>Ability to exchange information in-person and by phone</p> <p>Second language proficiency (Spanish, Arabic, Mandarin or Vietnamese, a plus)</p> <p>Experience in an office environment serving the public</p>

---

**Educational Benefits**

Gain hands-on experience in a professional office setting; become engaged in leadership opportunities and mentorship; develop time management, multitasking, and organizational skills transferable to academic success.

---

**Expected Hours**

10

---

**Position Available**

Summer, Fall, Winter, and Spring

---

**Contact Person**

Tyler Saunders

---

**Contact Person's Phone Number**

(206) 934-4030

---

**Contact Person's Email**

[info.central@seattlecolleges.edu](mailto:info.central@seattlecolleges.edu)

---