

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

Job Title	Front Desk Worker
Campus Location	Seattle Cental
Department	Student Leadership
Building and Room Number	Student Leadership Building Room 361

Job Description

Job Title: Student Leadership Front Desk Assistant Work Study
Pay: \$20.76/hour

Start Date: September 3, 2025
Quarters Needed: Fall, Winter, Spring
Hiring Department: Student Leadership
Contact: Tyler Saunders

Preferred Method of Contact: Email
Number of Open Positions: 1 to 2
Hours Needed: Flexible, 8 to 12 hours/wk. Monday to Thursday
8am-4:30pm

Job Duties:

- a. Assist the Administrative Assistant in the Student Leadership office and other Student Leadership staff with daily operations
- b. Provide accurate, timely information to walk-in and phone call inquiries
- c. Track number of in-person visitors on the Walk-in sheet
- d. Promote student involvement opportunities by providing information about Student Leadership activities and assisting with club and events logistics
- e. Maintain a clean, orderly office environment

Experience/Qualifications Desired:

- a. Eager to work with and serve students of all backgrounds
 - b. Ability to exchange information in-person and by phone
 - c. Familiarity with Seattle Central campus, policies and procedures desired
 - d. Foreign language proficiency a plus
12. Educational Benefits:
- a. Gain hands-on experience in a professional office setting
 - b. Become engaged in student leadership opportunities and mentorship
 - c. Develop time management, multitasking, and organizational skills transferable to academic success

Number of Positions Available

2

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Educational Benefits Develop time management, multitasking, and organizational skills transferable to academic success

Expected Hours 10

Position Available Fall, Winter, and Spring

Contact Person Tarmara Crooks

Contact Person's Phone Number (360) 951-6201

Contact Person's Email tamara.crooks@seattlecolleges.edu
