

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

Job Title	Program Support Staff
Campus Location	Seattle Cental
Department	Workforce Education Services
Building and Room Number	Broadway Eddison 5166
Job Description	<p>Assist the Program Coordinator in the Workforce office and other Workforce staff with daily operations</p> <p>Provide accurate, timely information to walk-in and phone call inquiries, and direct individuals to appropriate resources, services, or staff as needed</p> <p>Maintain a clean, orderly office environment</p> <p>Collaborate with team members to support efficient office operations and contribute to a positive, student-focused service experience</p>
Number of Positions Available	2
Experience/Qualifications Desired	<p>Eager to work with and serve students of all backgrounds fostering an inclusive and welcoming environment</p> <p>Strong communication skills with the ability to exchange information in-person and by phone clearly and professionally</p> <p>Some familiarity with Seattle Central campus, policies and procedures desired</p>
Educational Benefits	<p>Gain hands-on experience in a professional office environment within a higher education setting</p> <p>Develop time management, multitasking, and organizational skills transferable to academic and professional success</p>
Expected Hours	20
Position Available	Summer only
Contact Person	Catherine Brown
Contact Person's Phone Number	(206) 934-3035

Contact Person's Email

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