

Form Name:	WorkStudy Job Description 2026-27_SEATTLE COLLEGES
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Campus Location	Seattle Cental
Job Title	Advising, Transfer, & Running Start Navigator
Department	Advising, Transfer, & Running Start
Building and Room Number	BE 1102
Job Description	Advising, Transfer & Running Start at Seattle Central College has a student worker/Navigator opportunity available for current students. The Advising, Transfer & Running Start Student Worker/Navigator position is a part-time, temporary position. This position will support our full-time Advising Center, the College Transfer Center, and/or the Running Start Center. The work may be supporting students with academic and transfer-related concerns. Additionally, student workers/navigators may provide support with existing department projects or general student services as needed.
Number of Positions Available	10

Experience/Qualifications Desired	• Assist students in person or via email and phone with basic advising needs including website navigation, test interpretation, class selection, explanation of degree audits, explanation of the transfer process and requirements to complete college transfer degrees. • Provide new/first-year students with support to complete registration, assist with access to campus resources, and assist with weekly calling projects to support advisors. • Ability to manage front counter and student flow through the Advising Center, First-Year and Career Services Center, or the College Transfer Center. • Create a welcoming environment and provide professional customer service to all students and staff. • Timely response of all inquiries, including voicemails. • Making sure students are receiving the type of help they are seeking and going above & beyond to support them. • Prioritizing work tasks and being proactive in completing assigned duties. • To be able to complete work with a high degree of independence • Demonstrated Microsoft WORD, EXCEL and Outlook skills • Other duties as assigned.
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Educational Benefits	Great work experience and resume building for students interested in experience assisting with academic and transfer-related concerns. Additionally, student workers/navigators may learn how to provide support with existing department projects or general student services as needed.
Expected Hours	Approximately 8-10 hours per week. Weekly hours vary based on the student's individual Work-Study award, availability, and start date.
Position Available	Summer Fall Winter Spring
Name	Luis Santiago, Director, First Year and Career Services

Phone Number

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