

# Work Study Job

Job Title:	Re-entry Corps Peer Advisor	Department:	JIS Unit Academic Program Division
Hourly Rate:	<b>\$17.27</b>	Supervisor:	Karina Chairez

## Job Description

### Role and Responsibilities

- Use of word processing, spreadsheet, and database software to prepare reports, electronic event notices, correspondence, and board meeting minutes
- Sort incoming mail and supply deliveries
- Prepare and send outgoing mail, and parcels
- Forward incoming general e-mails to the appropriate board members
- Forward voicemail from the general mailbox to the appropriate board members
- Receive and store the supplies ensuring that a basic inventory is maintained
- File documents according to the established procedures
- Update and ensure the accuracy of the organization's databases
- Back-up electronic files using proper procedures
- Provide secretarial and administrative support to board members
- Maintain the calendar of events for the board members

### Educational Benefits

- To improve communications skillsets: verbal, written & electronic.
- To provide tutorial support for JIS students.
- To provide Bi-lingual, bi-cultural support for the Spanish-speaking student population that JIS serves.
- To provide pro-social support to JIS students.
- To provide and welcome JIS students into a Trauma Informed learning environment.
- To provide and work with the JIS Reentry Education Navigator Transition Solutions & support for JIS students.

### Preferred Skills

- Word processing
- Databases
- Excel
- E-mail
- Internet

## Applications Accepted By:

### Email:

Karina Chairez

Subject Line: JIS PEER Advisor Application

### Mail:

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