

Work Study Job

Job Title:	Greeter-Tutoring Center	Department:	Tutoring Services
Hourly Rate:	\$19.97	Supervisor:	Marianna Asaturova

Job Description

Role and Responsibilities

The Greeter is an essential member of the South Seattle College Tutoring Center team, responsible for managing initial student contact and coordinating interactions with tutors. This role demands excellent communication skills, attention to detail, and the ability to multitask in a dynamic academic support environment, both in-person and online.

- Prepare center software tools at the beginning of the shift, including Zoom, Starfish, and Canvas.
- Welcome and direct students, identifying their specific tutoring needs, and guiding them appropriately.
- Communicate regularly with tutors and coordinators, promptly addressing any issues or delays.
- Assist students in scheduling appointments, considering both tutor availability and student preferences.
- Handle administrative duties, including initial setup for the day, managing Zoom breakout rooms, and transferring responsibilities to the incoming greeter.

Educational Benefits

Develop workplace skills (keeping a schedule, competing assigned tasks, email/phone/Zoom etiquette), planning & organizational skills, communication & active listening skills, leadership skills.

Preferred Skills

- Excellent communication and interpersonal skills.
- Proficient in multitasking and prioritizing in a fast-paced environment.
- Comfortable using (or learning to use) Zoom, Starfish, Canvas, and other relevant software.
- Proactive in problem-solving.
- Reliable and responsible.

Availability:

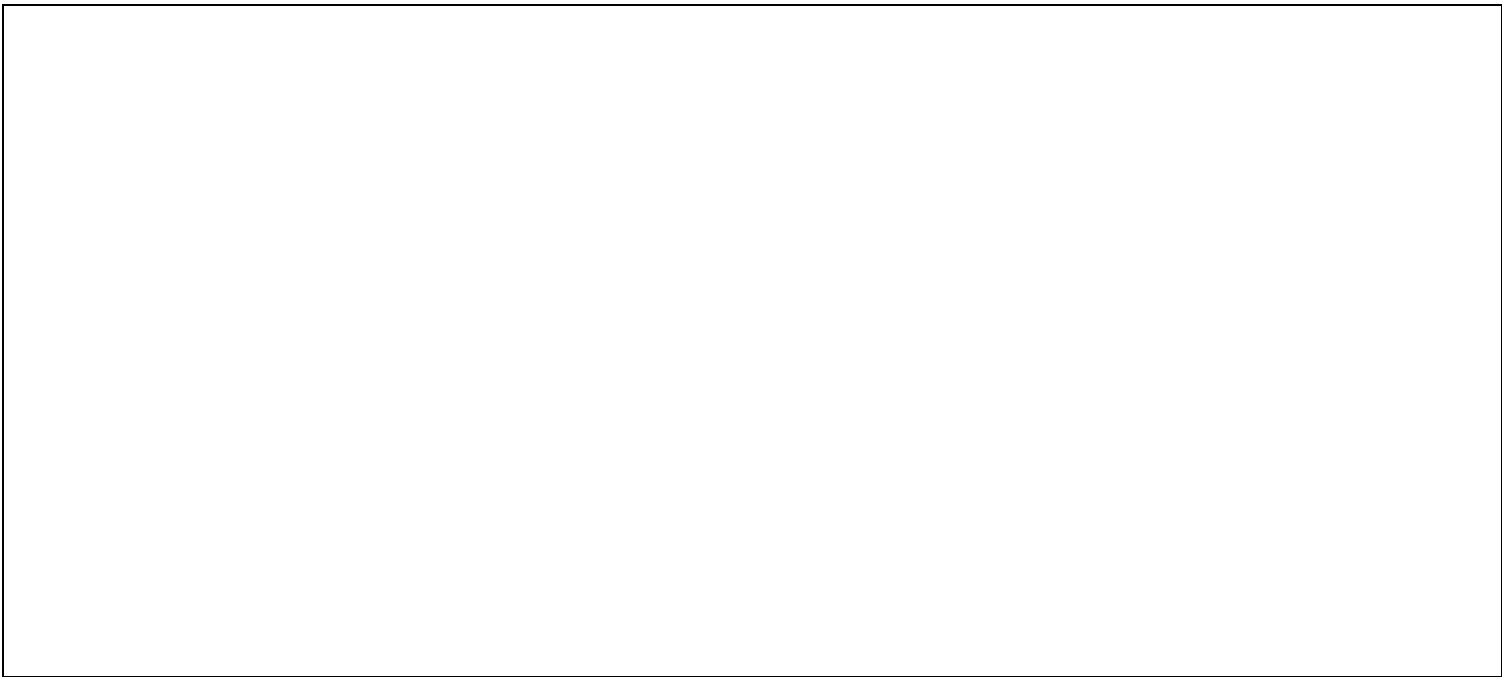
We are seeking greeters who can support our tutoring centers in-person and/or online:

- In-Person Hours: Monday to Thursday, 10:00 a.m. - 4:00 p.m.
- Online Hours: Monday to Thursday, 4:00 p.m.- 8:00 p.m.; Friday to Sunday, 10:00 a.m. - 2:00 p.m.

Interested candidates must be available for some hours within these periods. Preference will be given to candidates who are available to work morning shifts in person.

Additional Information:

- Comprehensive training will be provided to ensure familiarity with all procedures and software.
- The Greeter will report to the Tutoring Center Director and will work closely with tutors and other staff members.



Applications Accepted By:		
<p>Email: Marianna.asaturova@seattlecolleges.edu Subject Line: Greeter-Tutoring Center</p>	<p>Mail: South Seattle College LIB 220 6000 16th Ave SW Seattle WA, 98106</p>	<p>Phone: 206-934-6650</p>