

Work Study Job

Job Title:	Career Link Office Assistant	Department:	Basic and Transitional Studies
Hourly Rate:	\$19.97	Supervisor:	Molly Ward

Job Description

Role and Responsibilities

- Welcome student and visitors to Career Link
- Organize office supplies
- Clean office as needed
- Copy and scan documents to permanent files
- Enter school data into Thinkwave system
- Conduct student phone calls

Educational Benefits

- Steady work experience with an opportunity to gain positive work experience for future work opportunities
- Build expertise utilizing technology in a professional capacity
- Flexible work schedule to fit with college classes

Preferred Skills

- High School Diploma
- Familiarity with the Career Link program

Applications Accepted By:

Email:

Molly
Ward, mward@southseattle.edu
Subject Line: Career Link Office Assistant
Work Study

Mail:

South Seattle College
RAH 107
6000 16th Ave SW
Seattle WA, 98106