

Work Study Job

Job Title:	Office Assistant	Department:	College Transfer
Hourly Rate:	\$19.97	Supervisor:	Aimee Goodwin

Job Description

Role and Responsibilities

Assist in the College Transfer Office area as needed. Duties may include but not limited to duplicating and copying instructional and non-instructional materials; light typing and filing, sorting and distributing mail; Answering phones and assist at the front counter. Assist office staff and faculty as needed.

Educational Benefits

This position will give firsthand experience to working in an office setting.

Preferred Skills

No experience needed.

Applications Accepted By:

Email:

Aimee.Goodwin@seattlecolleges.edu
Subject Line: Office experience with College Transfer Division

Mail:

South Seattle College
UNI 101, College Transfer Division
6000 16th Ave SW
Seattle WA, 98106

Phone:

(206) 934-5815