

Work Study Job

Job Title:	Enrollment Services Assistant	Department:	Enrollment Services
Hourly Rate:	19.97	Supervisor:	Brianne Sanchez

Job Description

Role and Responsibilities

- Filing, file creation, scanning, and the document tracking processes.
- Assisting with responding to student inquiries via phone and/or email.
- Other general clerical duties as assigned.
- Applicants must be awarded and eligible for Work Study funding. Once hired maintain eligibility for the work study program.

Educational Benefits

- Improve time management and organizational skills.
- Gain experience working with database software and record systems that are relevant in an office environment.
- You will gain experience working with diverse populations.
- Learn how to use and manage large and complex databases and document management.
- Gain experience managing sensitive, documentation and information.

Preferred Skills

- Detail oriented, high level of accuracy, dependable and punctual.
- Experience with computers, scanning machines and printers.
- Good organizational skills.
- Attention to detail.

Applications Accepted By:

Email:

Brianne.Sanchez@seattlecolleges.edu
Subject Line: Work Study Application: (Last Name, First Name Initial)

Mail:

South Seattle College
Attn: Enrollment Services
6000 16th Ave SW
Seattle WA, 98106

Phone:

206.934.5207