

Work Study Job

Job Title:	Peer Navigator	Department:	Seattle Promise
Hourly Rate:	\$19.97	Supervisor:	Assistant Director of Seattle Promise: Anna Tran Anna.tran4@seattlecolleges.edu

Job Description

Seattle Promise is seeking part-time Work Study eligible students to assist with day-to-day office operations. The position provides up to 16 hours per week based on the individual's Financial Aid award and is flexible around the individual's class schedule. The position is an on-campus opportunity at all three Seattle Colleges (South, Central, and North). Students who are hired will be offered a position at the college where they are enrolled.

Role and Responsibilities

Assist with Seattle Promise tasks including, but not limited to:

- Greet and direct visitors who visit the Seattle Promise office.
- Assist Seattle Promise students with scheduling appointments with Seattle Colleges staff via Starfish.
- Conduct student support phone calls and send follow-up emails.
- Assist with Seattle Promise programming including workshops and group check-ins.
- Support students with understanding fundamental Seattle Promise eligibility criteria.
- Assist Retention Specialists with various administrative tasks including file and office organization, printing/making copies, etc.

Educational Benefits

- Build expertise utilizing technology in a professional capacity
- Engage in an equity-based community program
- Steady work experience with an opportunity to gain positive work references for future work opportunities

Preferred Skills

- Ability to work effectively with diverse populations
- Ability to maintain confidentiality when working with student-specific information
- Ability to use resources (internet, support staff, supervisor) to understand Seattle Promise and academic policies and communicate them to students, parents, and others who visit the Seattle Promise office
- Confidence using a computer and willingness/ability to learn Excel, Word, Outlook, Zoom, Starfish, and ctcLink
- Organized and ability to track details
- Ability to connect and build relationships with peers, professional staff, and campus partners

Applications Accepted By: December 10th

Email: Promise@seattlecolleges.edu Anna.tran4@seattlecolleges.edu Subject Line: Seattle Promise Work Study Position	Locations: In person at one of the following locations: South Seattle College North Seattle College Seattle Central College	Phone: 206-934-6615
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