

Work Study Job

Job Title:	Wellness Center Assistant	Department:	Student Life
Hourly Rate:	\$19.97	Supervisor:	Phung Dinh

Job Description

Role and Responsibilities

Wellness Center Assistant job responsibilities include:

- Serving as a receptionist to greet visitors, check guests in with software system, check out equipment, and answering phones
- Admin office duties, such as organizing and filing paperwork for the department
- Assist guests with their work-out regiments
- Make sure guests using the facility abide by the rules of the center
- Helping to plan and facilitate events sponsored by the Wellness Center, as well as attend scheduled staff meetings, and helping to maintain the cleanliness, appearance, and safety of the Wellness Center and its equipment. Along with checking the cleanliness and security of the locker rooms.

Educational Benefits

- Student Life/Campus Recreation employees receive ongoing training and academic support.

Preferred Skills

- Some experience of working with Microsoft Office programs is required, however we will provide additional training.
- Experience working with diverse populations.
- Have Interest in physical fitness and basic knowledge of physical fitness equipment. Ability to lift 45lbs.
- Completion of PEC 150 or 151 course with 2.5 minimum and instructor approval preferred, but not mandatory.
- All other training to be scheduled at the time of hire.

Applications Accepted By:

Email:

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Subject Line: Wellness Center Work Study

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