

# Work Study Job

Job Title:	Front End Communications Coordinator	Department:	WorkSource
Hourly Rate:	\$19.97	Supervisor:	Anthony Clarke

## Job Description

### Role and Responsibilities

The WorkSource Career Services at South Seattle College provides daily assistance to South students and community members who are seeking employment. The WorkSource lab provides computers, telephones as well as fax and copy services five days a week.

- Willingness to learn about WorkSource system and applicable sites
- Greet South students and community members and direct to appropriate resources
- Assist South students and community members in using the internet, looking for sites, and navigating online application forms
- Complete data entry of WorkSource Customer Satisfaction Surveys
- Make copies, faxes, print, and scan

### Educational Benefits

The WorkSource Career Service Center offers students an opportunity to gain awareness and experience in a wide range of career fields and industries. The skills obtained will complement academic performance and communicate to future employers the ability to succeed in a professional setting. It also creates an atmosphere to practice communication, interpersonal skills, time management and other work place techniques. Work study enhances your education and adds a new perspective to your studies. Work Study students will see things from another point of view, which will help to develop your analytical and critical thinking skills.

### Preferred Skills

- Establish a set schedule each quarter
- Passion for and ability to work with diverse populations
- Strong interpersonal skills and ability to adapt communication style to different audiences
- Able to ask questions and follow instructions in order to complete tasks independently and demonstrate follow through with organization and attention to detail
- Comfortable typing and using computers, the internet, and Microsoft Word & Outlook
- Interest in implementing feedback and shared experience to enhance the student experience

## Applications Accepted By:

### Email:

[Anthony.clarke@seattlecolleges.edu](mailto:Anthony.clarke@seattlecolleges.edu)  
Subject Line: Work Study Positions at the Career Service Center! Hiring Front End Communications Coordinator.

### Mail:

South Seattle College  
Robert Smith Building Rm.79, WorkSource  
6000 16<sup>th</sup> Ave SW  
Seattle WA, 98106

### Phone:

(206) 934-5304