

# Work Study Job

Job Title:	Career Link Office Assistant	Department:	Basic and Transitional Studies
Hourly Rate:	\$20.76	Supervisor:	Molly Ward

## Job Description

### Role and Responsibilities

- Welcome student and visitors to Career Link
- Organize office supplies
- Clean office as needed
- Copy and scan documents to permanent files
- Enter school data into Thinkwave system
- Conduct student phone calls

### Educational Benefits

- Steady work experience with an opportunity to gain positive work experience for future work opportunities
- Build expertise utilizing technology in a professional capacity
- Flexible work schedule to fit with college classes

### Preferred Skills

- High School Diploma
- Familiarity with the Career Link program

## Applications Accepted By:

### Email:

Molly  
Ward, mward@southseattle.edu  
Subject Line: Career Link Office Assistant  
Work Study

### Mail:

South Seattle College  
RAH 107  
6000 16<sup>th</sup> Ave SW  
Seattle WA, 98106