

# Work Study Job

Job Title:	Seattle Promise Office Assistant	Department:	Seattle Promise at South Seattle
Hourly Rate:	<b>\$20.76</b>	Supervisor:	Daniela Saldana Gurgol

## Job Description

### Position Summary:

Seattle Promise at South Seattle College has a student worker opportunity available for current students. The position is a part-time, temporary position. This position will support our full-time Seattle Promise department at South Seattle College. The work will support the office administrative and logistical duties of the office. Additionally, student employees may provide support with existing department projects, general student services or event planning as needed.

### Hours:

Candidate can expect to work between 15-16 hours per week.

### Role and Responsibilities

#### Duties and Essential Functions:

- Assist students in person or via email and phone with basic advising needs including website/canvas/outlook/zoom navigation, written material interpretation, explanation of Seattle Promise and Seattle Promise-related milestone and communication expectations
- Provide new/first-year/second-year students with campus resources and to assist with referrals to campus resources
- Schedule appointments and assist with weekly calling projects to support Retention Specialists
- Ability to manage front desk, appointment check-in process and student flow through the Seattle Promise office and events
- Create a welcoming environment and provide professional customer service to all office visitors
- Timely response of all inquiries, including voicemails
- Other duties as assigned.

### Educational Benefits

This position will provide work-study students with experience in a professional work setting to gain administrative customer service-related experience and event planning

- Growth in Microsoft Office Suite
- Interpersonal communication skills
- Working with diverse populations
- Time management prioritizing work tasks by importance

- Event planning

## Preferred Skills

- Strong communication skills
- Attention to detail
- Proficiency with Microsoft Office Suite (Outlook, Word, Publisher, Access, Teams)
- Comfortable with digital communication and online/remote platforms
- Able to take initiative completing work with a high degree of independence

Applications Accepted By:

## Online Application

Please submit the application online [using this link](#). **Priority deadline is Friday, September 27th.**