Work Study Job

Job Title:	Information Desk Assistant	Department:	Student Services
Hourly Rate:	**$20.76**	Supervisor:	Colisha Shibly

Job Description

Role and Responsibilities

The Information Desk Assistants are people who help students, community members, staff, and faculty get connected to resources across the campus. The Assistants use exceptional customer service to help people feel welcomed and listened to. The Assistants support Student Services in communicating key resource information, while connecting students to the appropriate department(s) to best support their inquiry.

The Information Desk Assistants will support Students, Staff, Faculty, & Community by:

- Greeting people who enter the Robert Smith Building front lobby area.
- Connecting people to appropriate departments across campus based on the questions they have.
- Researching inquiries and connecting students to key departments with answers via phone, email, and in-person
- Maintaining the organization, materials, and cleanliness of the Robert Smith Building front lobby area
- Notifying departments via chat, email, or phone about inquiries received at the Info Desk
- Supporting student services departments in communicating student resources via phone, flyers, emails, and special projects for student success

Educational Benefits

Gain key knowledge of student resources across South Seattle College. Build relationships with department leaders who can provide references and key resources to be successful while in college. Developing translatable skills in customer service, organization, and communication that can be used in future career opportunities.

Preferred Skills

Dependability, flexibility, strong time management, customer service experience, strong interest in helping others, patience, and willingness to learn.

Applications Accepted By:	

Email:

Colisha.Shibly@Seattlecolleges.edu
Subject Line: Interested in Info Desk Assistant Work-study Position

Mail:

South Seattle College
RS049
6000 16th Ave SW
Seattle WA, 98106

Phone:

206.934.6711