

Work Study Job Description

Job Title	Federal Work-Study Student
Organization Name	Seattle Central Community College
Job Location	1701 Broadway BE3122, Seattle, WA. 98122
Address	1701 Broadway BE3122, Seattle, WA. 98122 , Seattle WA. 98122
Pay Rate	\$9.04 - \$9.04
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Karita Randall
Phone Number	(206)934-540
Email Address	karita.randall@seattlecolleges.edu
Website	http://seattlecentral.edu/

Nature of Organization

In the English as a Second Language (ESL) program, we serve immigrants and refugees only. Individuals with F, M, B, Student, or J visas are not eligible for Basic & Transitional Studies.

We also offer classes which are designed for the high school graduate who needs to brush up on reading, writing, and math skills before applying to a community or technical college. Skills emphasized will help students prepare for any placement test such as the COMPASS.

Duties and Responsibilities

Filing, communicating inquiry needs at the front counter & over the telephone, taking accurate phone messages for instructors as needed, maintaining the cleanliness of the office area including counter tops and windows, straightening the magazine racks in the tutoring area, discarding old news items from the bulletin boards, alphabetizing files and creating labels for student records, helping students to fill out registration forms, setting testing & dean appointments as needed, pulling from and adding to student files as needed, photo copying, light database entry, sending items to & retrieving items from various divisions, unpacking, restocking & replenishing office supplies as needed, shredding documents, moving paper to the recycle bin and various other duties as assigned.

Minimum Qualifications

Dependability is a MUST along with the ability to receive & communicate information accurately, having strong knowledge and/or experience with alphabetizing correctly & paying close attention to detail are all required.

½ Being a fast learner is a PLUS!

Educational Benefits

½ Being bilingual in English plus any of the following languages ** are preferred and encouraged to apply.

** Vietnamese, Chinese, Arabic, Tigrinya, Oromo, Russian or Spanish

How to Apply

TO EMPLOYERS: Students MUST present an ELIGIBILITY FOR WORK-STUDY form before starting work.

TO STUDENTS: Pick up an ELIGIBILITY FOR WORK-STUDY form before an interview with the employer.

Employing Department: Basic & Transitional Studies Division

Room Number: BE 3122

Contact Person: Karita Randall Tel. No: (206) 934- 5409

Job Number: 60SCC10 | Category: Office & Administrative | Program: Community Service - STA |
Reimbursement Rate: 60%