

## Work Study Job Description

<b>Job Title</b>	Front Desk Attendant
<b>Organization Name</b>	NSCC Roy Flores Wellness Center
<b>Job Location</b>	North Seattle Community College
<b>Address</b>	9600 College Way North Seattle WA 98103
<b>Pay Rate</b>	\$10.36 - \$12.00
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Carianya Napoli
<b>Phone Number</b>	2069344591
<b>Email Address</b>	carianya.napoli@seattlecolleges.edu
<b>Website</b>	<a href="https://northseattle.edu/wellness-center">https://northseattle.edu/wellness-center</a>

### Nature of Organization

The Wellness Center serves a diverse population by fostering a positive environment where physical fitness and healthy lifestyles become lifelong skills and habits through the activities that it provides.

### Duties and Responsibilities

- Register people for locker rentals
- Check equipment in and out
- Maintain front desk forms as needed
- Handle communication during emergencies
- Perform administrative tasks as assigned
- Perform other duties as assigned

### Minimum Qualifications

- Customer Service Skills
- Basic First Aid Skills
- Ability to enforce Wellness Policies and Procedures
- Knowledge of NSCC campus and its basic services

### Educational Benefits

- Currently enrolled students with work study available
- Customer Service skills serving a diverse population

**How to Apply**

Contact the director for available hours

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Job Number: 60NSCC01 | Category: Office & Administrative | Program: Community Service - STA |  
Reimbursement Rate: 60%