

Work Study Job Description

Job Title	OFFICE ASSISTANT
Organization Name	SEATTLE CENTRAL COMMUNITY COLLEGE
Job Location	CAPITOL HILL
Address	1701 BROADWAY SEATTLE WA 98122
Pay Rate	\$9.32 - \$
Employment Period	Summer
Hours Per Week	19 hrs/wk
Contact Supervisor	DEBORAH UNO
Phone Number	206-934-3815
Email Address	DEBUNO@SCCD.CTC.EDU
Website	http://www.seattlecentral.edu

Nature of Organization

SEATTLE CENTRAL COLLEGE (FORMERLY SEATTLE CENTRAL COMMUNITY COLLEGE) IS A COMMUNITY COLLEGE LOCATED IN SEATTLE, WASHINGTON, IN THE CAPITOL HILL NEIGHBORHOOD. IT IS ONE OF THE THREE COLLEGES THAT MAKE UP THE SEATTLE COLLEGES DISTRICT. THE COLLEGE HAS BEEN CALLED ONE OF THE NATIONS MOST DIVERSE COLLEGES. THERE IS A SUBSTANTIAL INTERNATIONAL STUDENT POPULATION SERVED BY THE INTERNATIONAL EDUCATION PROGRAMS DEPARTMENT, AS WELL AS NUMEROUS STUDENTS TAKING ESL COURSES THROUGH THE BASIC AND TRANSITIONAL STUDIES DIVISION. SEATTLE CENTRAL COLLEGES ADMINISTRATION INCORPORATES THE SEATTLE MARITIME ACADEMY AND THE WOOD CONSTRUCTION CENTER, WHICH ARE ON SEPARATE CAMPUSES IN ORDER TO HOUSE THE VERY SPECIFIC TOOLS AND WORK SPACES NEEDED.

Duties and Responsibilities

CODE COLLEGES ON APPLICATIONS FOR CREDIT BY DIRECT TRANSFER SHEETS, FILE APPLICATIONS, FILL OUT STUDENT BIO ON APPLICATIONS, MAIL OUT COMPLETED APPLICATIONS, ASSIST OTHERS IN THE OFFICE WITH FILING, ETC AND OTHER OFFICE DUTIES AS ASSIGNED

Minimum Qualifications

MUST PASS ALPHABET TEST AND CRIMINAL BACKGROUND CHECK, MUST WRITE LEGIBLE, MUST BE DEPENDABLE AND BE ABLE TO WORK INDEPENDENTLY

Educational Benefits
GOOD WAY TO INCREASE VOCABULARY, ETC. EASY JOB TO HAVE WHILE ATTENDING SCHOOL
How to Apply
cALL ME AT 206-934-3815. M-TH 7:30A-6P.

Job Number: 60SCC02 | Category: Office & Administrative | Program: State | Reimbursement Rate: 60%