

# Information Central Student Ambassador

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**Work Hours:** 8-12 hours/week, but may include additional hours as needed for events. Office hours are Monday – Thursday 8am-4:30pm; Friday 8am-12pm  
**Salary:** \$19.97/hour

**Start Date:** September 3rd, 2024

## Summary

*Information Central is a student-driven space dedicated to creating connections, navigating systems and promoting engagement opportunities in the service of student success and agency. Our office offers learning and leadership opportunities for our Student Ambassadors. We work as a team to fulfill our motto of “students helping students navigate college.”*

## What You Will Learn

As a Student Ambassador, you will do the following:

- Provide accurate, timely information and referrals to walk-in, phone, and email inquiries
- Track number of in-person visitors on the ‘Walk-in’ sheet
- Approve, post, and remove posters in designated campus areas
- Navigate students through basic IT related questions, accounts and passwords
- Support campus communications, student enrollment, and Welcome Week activities including providing tours of campus
- Assist prospective/new students through the enrollment process
- Attend weekly team meetings
- Maintain a clean, orderly office environment
- Participate on student committees, student success initiatives, and special projects, as needed

## Requirements

- Must be a currently enrolled student at Seattle Central College for Spring 2024;
- Must plan to be enrolled in at least 10 credits per quarter throughout the 2024-25 academic year (excluding Summer Quarter);
- Must be able to commit until the end of the academic year (until June 2025);
- Must have and maintain at least a 2.5 quarterly/cumulative GPA;
- Demonstrate a sincere eagerness to work with and serve students of all backgrounds and identities related to culture, ethnicity, religion, politics, gender, academic pursuits, and all other ways in which we define our uniqueness.

## Preferred Qualifications

- Familiarity with Seattle Central campus, and its policies and procedures (including the enrollment process).
- Foreign language proficiency (Spanish, Arabic, Mandarin or Vietnamese, a plus)
- Experience in an office environment serving the public.

