



First Review Date: Monday, July 28th, 2025

Application Instructions:

Please review the job description below, and send a cover letter and resume to caroline.a.oconnell@seattlecolleges.edu

Job Title:	Dual Credit Program Assistant
Number of Positions Available:	1
Department:	Workforce (District)
Work Location (campus, building, room number):	Siegal Center (near Seattle Central College)
Expected Hours:	10- 19 hours per week
Wage:	\$20.76 per hour
Desired Quarter Start/End:	Summer quarter 2025 through end of Fall quarter 2025
Job Description:	<p>This position works at the Seattle Colleges District Office, located at Siegal Center (https://www.seattlecolleges.edu/welcome/our-locations). The Dual Credit Program Assistant will intern as a part of the District Workforce Education department (https://www.seattlecolleges.edu/administration/workforce-education), and will report to the High School Initiatives Manager.</p> <p>This position works with the CTE Dual Credit program (https://www.seattlecolleges.edu/cte-dual-credit), where high school students earn college credit for completing certain high school classes.</p> <p>This intern role will work to assist with CTE Dual Credit program outreach, data collection and integrity, and assisting with communications about the program.</p>
Specific Duties:	<ul style="list-style-type: none"> • Prepare outreach materials for high school class visits like printing materials, preparing folders, and ordering and organizing swag. • Use SERS database to assist with accurate data collection. • Organize Excel spreadsheets for student enrollment and credit transcription. • Send emails to Dual Credit students. • Table occasionally at career or high school events. • Update Seattle Colleges’ Dual Credit websites and Sharepoint • Create or edit Dual Credit informational flyers, and work on outreach brochures for the program.
Experience/Qualifications Desired:	<p>Able to:</p> <ul style="list-style-type: none"> • Work independently, and be self-motivated

	<ul style="list-style-type: none"> • Follow directions and stay on task • Work in a quiet, shared workspace • Communicate in a professional manner • Be detail-oriented <p>Desired computer skills:</p> <ul style="list-style-type: none"> • Create PDFs • Functional ability with Microsoft 365 (Outlook, Word, Excel, OneDrive, Sharepoint, Teams) • Willing and able to learn a new database (SERS)
Educational Outcomes:	<p>Gain experience in an office environment. Practice using metrics to track the efficacy and impact of a program. Gain experience in tabling and outreach efforts. Demonstrate program and project management skills. Gain experience working independently and communicating in a clear and professional manner.</p>
Related areas of study or program enrollment requirements:	<p>Opportunity open to all currently enrolled Seattle Colleges students.</p> <p>Open to all programs of study; students in BTM, Business, Education, IT, or Database studies are encouraged to apply.</p>
Supervisor and Contact:	<p>To apply for this position, please email your resume and cover letter to caroline.a.oconnell@seattlecolleges.edu</p>