



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

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| 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 |

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| | <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: | 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. |
| 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: | To apply for this position, please email your resume and cover letter to caroline.a.oconnell@seattlecolleges.edu |