



Bellevue College Student Engagement

2025-2026 Student Engagement Leaders (Front Desk) Job Description

Department Summary

Bellevue College Student Engagement is committed to enriching student life by providing engagement and leadership opportunities that empower our students to find their passion, build community, and grow to be better world citizens who contribute to a vibrant and diverse campus culture.

We work to support students and student organizations, with the goal of creating an environment that promotes cultural awareness, inclusivity, personal accountability, and respect. By helping students learn about themselves and actively engage with others, we believe this enhances the overall college experience.

Student Engagement also provide events, activities, and outlets for purposeful involvement with a student development-centered approach, and the commitment to foster student success academically, personally and professionally. We oversee Student Engagement (aka the Student Union), The Watchdog student newspaper, advise the Associated Student Government and manage the Campus Activities Board.

Position Summary

Supervised by the Director of Student Engagement or their designee, the Student Engagement Leaders help manage the Student Engagement Front Desk and provide customer service to students, staff and visitors by providing a welcoming and inclusive atmosphere. Student Engagement Leaders may also be asked to supervise the C105 Bulldog Den and sometimes do outreach on other part of campus in support of Student Engagement events and activities. Students in this position are expected to demonstrate effective communication skills, time management skills, an appreciation for differing viewpoints, willingness to accept responsibility, and a sincere interest in helping others.

The successful candidate will demonstrate a commitment to Bellevue College's mission, values, and a sensitivity and care for students and guests from diverse backgrounds, experiences, and identities; and the proven ability to effectively balance academic, work, and personal responsibilities.

Qualifications and Requirements

Academic Standing and College Experience

At the time of hire, students must:

- Be enrolled in at least 7 credits at Bellevue College.

- Be in good standing with the College regarding Student

Conduct While in the position, students must:

- Be enrolled in at least 7 credits at Bellevue College each quarter (except summer)

- Maintain a GPA of 2.5 or greater

- Remain in good standing with the College as far as Student Conduct

Compensation & Schedule

For Summer/Fall 2025 – Spring 2026:

- ï 12-19 hours a week at \$18.75 per hour
- ï Schedule will be between 8am - 5pm, Monday - Friday

Student Engagement Leader Position Responsibilities

Customer Service

- ï Welcome students, staff and visitors. Help create and maintain an inclusive space for everyone. Develop relationships with new students, current students, and members of the campus community.
- ï Identify and offer assistance to students and visitors who seek resources, have questions, concerns, or who need general assistance. Refer students as necessary to appropriate professional staff.
- ï Works collaboratively with other student employees, professional staff in Student Engagement and the broader BC campus community.
- ï Keep up to date with general campus information and resources.
- ï Complete training on FERPA and Title IX and adhere to all campus confidentiality requirements

Administrative Tasks

- ï Attend scheduled shifts on-time and communicate in advance any need to miss a shift or trade shifts with other student workers
- ï Respond to in-person and phone questions and concerns in welcoming and inclusive manner
- ï Maintain effective and regular communication with supervisor and the Director of Student Engagement
- ï Maintain an organized work space and manage the front desk in C212
- ï Take and relate messages for professional staff, ASG and Campus Activity Board
- ï Follow financial best practices for handling sales, processing and logging payments
- ï Respond to in-person and phone questions and concerns in welcoming and inclusive manner
- ï Participate in staff meetings, supervisory meetings, and provided training opportunities, when required or requested by professional staff

For questions about the Student Engagement Leader positions or application process please contact The Director of Student Engagement Bradley Huggins at b.huggins@bellevuecollege.edu.

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