



### **Opportunities for Graduate Students – Seattle University & Central Washington University**

This position is designed to support your professional development by helping you build versatile, transferable skills applicable across many career fields. Whether you are interested in education, public service, nonprofit work, government, or exploring other career paths, this role offers valuable real-world experience.

As a Student Navigator, you will work closely with the Washington Student Achievement Council (WSAC) and gain hands-on experience supporting educational access and equity across the state. This is an opportunity to build your network, develop professional skills, and explore future career directions while making a meaningful difference for students.

#### **Locations:**

- The Central Washington University Student Navigator will be placed in local high schools within the Yakima School District.
- The Seattle University Student Navigator will be placed at local high schools in the Federal Way and Everett Public School Districts.

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**Position Title:** Post-Secondary Student Navigators

**Hours:** Up to 19 hours per week

**Pay Range:** \$20- \$23 per hour

**Application Deadline:** Open Until Filled

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#### **At the Washington Student Achievement Council**

Our programs and policies work with diverse communities to eliminate barriers to people pursuing education beyond high school. As an employer, we strive to hire, cultivate, and retain a competitive workforce that reflects the communities we serve. If you are a member of communities of color, a person who identifies as queer, trans, lesbian, gay or bisexual; a veteran; a person with disabilities, a student with an IEP or a 504 plan, you are strongly encouraged to apply. The Washington Student Achievement Council provides strategic planning, oversight, and advocacy to support increased student success and higher overall levels of educational attainment in Washington State.

#### **About Washington's State Work Study Program**

Washington's State Work Study (SWS) Program is a form of financial aid designed to help low- and middle-income students earn money while gaining meaningful work experience during college. Eligible

students work part-time in approved on or off-campus positions that support their education and career development.

SWS positions are intended to build transferable skills and often align with a student's academic or career interests. Earnings from the program can reduce students' reliance on loans while helping them gain real-world experience.

### **State Work Study Eligibility Requirements**

To participate in Washington's State Work Study Program, students must:

- Be a legal resident of Washington State
- Be legally authorized to work in the United States
- File either the FAFSA or WASFA (no separate SWS application is required)
- Be enrolled at least half-time in an approved program at a participating college or university
- Maintain satisfactory academic progress
- Not be in default on other types of financial aid

Students pursuing a degree in theology are not eligible for the SWS program.

### **About the Student Navigator Position**

We are seeking Student Navigators to provide dedicated support to students in grades 9-12 at nearby public high schools. This role plays a vital part in preparing students for their post-secondary pursuits.

Student Navigators build ongoing relationships with a cohort of students and support them consistently throughout their high school journey. While college preparation is a primary focus, Student Navigators also help students explore alternative post-secondary pathways such as apprenticeships, vocational training, and professional certifications, based on each student's interests and goals. Through mentorship, guidance, and resource coordination, Student Navigators help students build confidence, clarify goals, and access opportunities that support graduation and long-term success.

### **Key Responsibilities**

Student Navigators may support students by helping them:

- Explore and understand post-secondary options
- Set academic and career goals aligned with their interests
- Complete a quality High School and Beyond Plan
- Access resources for college applications or alternative programs
- Build skills and confidence for life beyond graduation
- Participate in job-shadowing opportunities
- Coordinate preliminary college visits
- Connect with mentors and supportive resources
- Engage in goal setting and skill-building activities

### **Duties**

- Assist students in exploring college options, majors, and career paths
- Support college applications, essays, and financial aid forms (FAFSA/WASFA)
- Share information about trade schools, apprenticeships, and non-college pathways
- Meet regularly with students to set goals and monitor progress
- Provide guidance on course selection and extracurricular activities

- Offer encouragement and support, particularly for first-generation and underserved students
- Connect students to scholarship resources and financial literacy tools
- Collaborate with school counselors, teachers, and community partners
- Collect feedback and data to evaluate impact and improve services
- Attend trainings provided by WSAC and participating school districts

### **Minimum Requirements**

Applicants must meet all the following minimum requirements:

- Be currently enrolled as a graduate student at Seattle University or be a senior level undergraduate or graduate student at Central Washington University.
- Be eligible for Washington's State Work Study Program
- Be available to work part-time during the academic year
- Demonstrate strong interpersonal, communication, and organizational skills
- Be able to work effectively with diverse student populations
- Maintain confidentiality and exercise sound judgment when handling sensitive information
- Ability to reliably travel to and from assigned high school job sites.

### **Skills and Abilities**

- Strong interpersonal and relationship-building skills
- Excellent written and verbal communication skills
- Strong organizational skills with attention to detail
- Ability to manage multiple priorities and meet deadlines
- Ability to work both independently and as part of a team
- Resourcefulness and problem-solving skills
- Ability to collect, interpret, and report data in collaboration with WSAC staff
- Comfort handling confidential and sensitive information
- Self-directed, motivated, and results-oriented

### **How to Apply**

To be considered for this position, you must possess the required qualifications listed above. A complete application package includes:

1. Letter of Application. A letter of application that addresses how you meet the minimum requirements described in this announcement.
2. Resume. A detailed resume including all educational and professional experience.
3. References. A list of names, titles, and contact information for 3 references
4. A copy of your State Work Study Award letter

Submit your complete application package to [HumanResources@wsac.wa.gov](mailto:HumanResources@wsac.wa.gov). Type "Student Navigator" in the subject line.

### **Equal Employment Opportunity (EEO) Statement**

The Washington Student Achievement Council is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all applicants and employees. We encourage

women, racial and ethnic minorities, individuals with disabilities, individuals over 40 years of age, veterans, and people of all sexual orientations and gender identities to apply.

If you need accommodation in the application process or wish to receive this job announcement in an alternative format, please call 360-485-1138 or email [HumanResources@wsac.wa.gov](mailto:HumanResources@wsac.wa.gov).