

WORK STUDY ASSISTANT

Urban Studies Program

Description

Assist with overall administrative duties in the Urban Studies program office:

- Welcome students!
- Answer general questions about Urban Studies and UW Tacoma for prospective, new, and current students.
- Occasionally assist faculty and staff with special projects.
- Perform basic office duties – answer multi-line phones, distribute mail, data entry, word processing, and filing.

Qualifications

- A friendly, positive, professional demeanor
- Able to listen, assess, and make appropriate referrals
- Familiarity with Microsoft applications (Word & Excel)
- Must be reliable, exercise good judgment, and be able to respect confidential issues
- Able to follow through on projects and be attentive to detail
- **Work Study eligible: *Work Study is part of financial aid award. Please check with the UWT Financial Aid office for more details and to confirm eligibility.***

A successful applicant will enjoy working with students and faculty. He/she will demonstrate initiative and be willing to go the extra mile. This is an ideal opportunity for someone who enjoys working in a college environment and/or wishes to gain some work experience in higher education.

Salary: \$10/hr. for 10 – 19 hours/week

Please send cover letter and resume to uwturban@uw.edu or deliver to the Urban Studies Program office in GWP 407.