

WORK STUDY ASSISTANT

Urban Studies Program

Description

Assist with overall administrative duties in an academic office:

- Welcome students and schedule appointments
- Answer questions about Urban Studies and UWT for prospective, new, and current students
- Occasionally assist faculty and staff with special projects New Student Orientation, faculty events, Career Discovery Week, etc.
- Perform basic office duties – answer multi-line phones, distribute mail, data entry, word processing and filing

Qualifications

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

Additional

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 forward cover letter and resume to the Urban Studies Program office:
uwturban@u.washington.edu, WCG 223.**