

Student Assistant

International Undergraduate Admissions

Responsibilities

- Maintain a high volume of email correspondence with international undergraduate students, including freshmen and transfer prospective students, applicants, and students who are offered admission to the UW.
- Answer a variety of questions about international undergraduate admissions, requirements, application status, orientation programs, registering for classes, housing, student support services, UW student life, and much more. Refer to campus departments and offices as appropriate.
- Assist the International Admissions (undergraduate) team with daily filing and processing of applications.
- Assist with day-to-day office duties and other areas of the Office of Admissions or Enrollment Services departments as needed.

Required Qualifications

- Currently enrolled **undergraduate** student at the UW Seattle campus.
- Must have completed at least 45 credits of undergraduate coursework at the UW (Seattle campus) with a minimum GPA of 3.0 at the time of application.

Preferred Qualifications

- Outstanding communication skills, especially writing detailed and professional emails that represent the UW.
- Strong knowledge of programs and services at the UW and ability to provide information to prospective international undergraduate students.
- Ability to work independently in a very busy office with minimum supervision while understanding role within the team.
- Experience working with people from different cultures, non-native English speakers, and a strong interest in international education.
- Reliable, motivated self-starter with a high level of attention to detail and accuracy with a large volume of work.
- Excellent problem solving and multitasking skills, and ability to understand a large amount of nuanced information.
- Involvement with UW student clubs and/or organizations.
- Comfortable and skilled at using MS Outlook, MS Word, databases, and other computer programs.

Pay & Hours

- \$11/hour, increasing to \$13/hour in January 2016.
- 15 hours per week, Monday – Friday between the hours of 8:00 am – 5:00 pm. Hours may be flexible depending on class schedule. A quarterly schedule will be set based on the selected candidate's availability.

How To Apply

- Application deadline: **Sunday, November 8, 2015 (11:59pm)**. **Late applications will not be accepted.**
- On your résumé, include: 1) expected date of graduation, 2) number of credits completed at the UW (Seattle), and 3) cumulative GPA.
- Email a cover letter and résumé to Sabrina Moss at sabmoss@uw.edu
- Include contact information for two references (preferably from the UW)

**If you have questions regarding this position,
please email Sabrina Moss at: sabmoss@uw.edu.**