

Work Study Job Description

Job Title:	Work-Study Student Assistant
Department:	Social Work Office of Student Services - School of Social Work
Location:	SWS
Pay Rate:	15 - 15 / hour
Employment Period:	Academic year
Hours Per Week:	Up to 19 hours per week
Contact Supervisor:	Nancy Tran
Phone Number:	206-616-7013
Email Address:	ntran08@uw.edu
Website:	
Box Number:	354900

NATURE OF ORGANIZATION

Hiring student workers at the Office of Student Services in the School of Social Work. Hiring for Spring Quarter 2017 into Summer and then to continue into the 2017-2018 academic school year. Before applying, please note this position requires Federal work-study funding for 2016-2017 and the 2017-2018 academic years, which is awarded through FASFA based on need. Contact the Office of Financial Aid if you are unsure you received federal work study funding.

DUTIES AND RESPONSIBILITIES

Duties: • Provide clerical support – front desk reception coverage, scanning documents, filing, photocopying, assembling packets, mail merge and other general office duties • Provide information about Student Services and Admissions to visitors, applicants, and students • Assist staff with event preparation and events • Other related tasks as assigned

MINIMUM QUALIFICATIONS

• Must be a UW Student with work study funding • Must be able to work independently, exercise a high degree of judgment, initiative and responsibility in working with visitors, students and applicants. • Strong communication skills, poise, leadership, attention to detail, and maturity. • Familiarity with Windows, Microsoft Office Suite and data entry. • Must be able to lift 20 lbs. • Commitment to staying in position for academic school year

EDUCATIONAL BENEFITS

• Increased familiarity with social services agencies and university resources • Development of interpersonal, communication, networking, leadership and computer skills. • Event preparation skills • Problem solving and office maintenance skills will be enhanced.

HOW TO APPLY

To Apply: For priority consideration, please submit your resume and Spring Quarter visual schedule (Monday-Friday, 9AM -5pm) by April 10th. Applicants may still be considered after the priority deadline. For questions and to apply, please email ntran08@uw.edu

Job Number: SOCW19 | Category: Office & Administrative | Program: Federal | Class: 0875 | 51% Comparable to Classified: Y