

A great university makes a difference in the quality of life for those it serves. The University of Washington is great not just because it has successful students and award-winning faculty but because it changes the lives of people across the street, across the state, and across the world.

The overarching goal of the UW Development and Alumni Relations (DAR) program is to create a fundraising program that institutionalizes advancement at the academic core, through integrated efforts at the central and unit levels.

The University of Washington Office of Development and Alumni Relations have many exciting employment opportunities available. Bring your skills, experience and innovative ideas to one of the most successful development and alumni relations programs in the country. We are looking for people who are committed to effectively building and stewarding relationships, providing excellent customer service and working collaboratively to fulfill the mission of the University.

JOB TITLE	Student Assistant
DEPARTMENT NAME	Alumni Travel Office
JOB LOCATION	1415 NE 45th Street
CONTACT / SUPERVISOR	Pauline Ranieri
PHONE NUMBER	(206) 685 - 9276
E-MAIL ADDRESS	pranieri@u.washington.edu
BOX NUMBER	354860
EMPLOYMENT PERIOD	Summer Only <input type="checkbox"/> Sum & Acad Year <input checked="" type="checkbox"/> Acad Year Only <input type="checkbox"/>
HOURS PER WEEK	Sum: 40 hrs/wk <input type="checkbox"/> Up to 19 hrs/wk <input checked="" type="checkbox"/> Acad yr: up to 19 hr/wk <input checked="" type="checkbox"/>
RATE OF PAY	\$10/ hour

DUTIES AND RESPONSIBILITIES:

Generally: 8-12 hours per week

Primary Responsibilities

General Office and Clerical Duties

- Fulfill brochure and tour information requests from alumni travelers
- Input traveler information into travel database (Access based)
- Prepare bon voyage packets for tours
- Filing and other general office duties

Secondary Responsibilities

Provide front line customer service for the UWAA Tours.

- Answer incoming calls
- Provide information on current tours and travel opportunities
- Call travelers to follow-up on missing paperwork, rsvp's to tour meetings, etc.

MINIMUM QUALIFICATIONS:

Good customer service skills, Access Database experience (or equivalent), Excel Experience and Word Processing.

EDUCATIONAL BENEFITS:

Learn about various components of the travel industry.

Contact with many UW alumni via the telephone.

General office experience.

Learn about the UW Alumni Association and it's various programs made available to UW alumni & friends.

Learn about how a small business is run from the inside.

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0882 0883

51% Comp to Classified: Yes No

State Federal

Open Closed

Job Number: **11ATRO01**

Job Category: **OFFICE/ADMIN**