

JOB TITLE	Office and Research Support
DEPARTMENT NAME	Goodlad Institute for Educational Renewal
JOB LOCATION	UW Bothell
CONTACT/SUPERVISOR	Professor Tom Bellamy
PHONE NUMBER	(425) 352-3573
EMAIL ADDRESS	tbellamy@uwb.edu
BOX NUMBER	358531
EMPLOYMENT PERIOD	Summer Only [<input type="checkbox"/>] Sum & Acad Year [xx] Acad Year Only [<input type="checkbox"/>]
HOURS PER WEEK	Sum: 40 hrs/wk [<input type="checkbox"/>] up to 19 hrs/wk [xx] Acad Yr: up to 19 hrs/wk [XX]
RATE OF PAY	\$10.00-\$15.00 per hour (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

Provide office and communications support for new institute’s director and staff, including scheduling appointments, coordinating meetings, maintaining office supplies and files, and supporting communications with institute partners.

Organize data bases to facilitate communications with institute partners, using web and other research strategies to identify and update critical contacts in various partner organizations, create mailing lists for paper and electronic mail to various interest groups within this larger contacts list.

Based on selected individual’s demonstrated skills, the position can also include the following with appropriate increments in salary:

- Conduct library research and develop Endnote/ProCite data bases on topics of interest to the Institute.
- Prepare drafts of institute documents (summaries of meetings, sections of grant proposals)
- Maintain content on Institute web site

Minimum Qualifications:

Excellent professional writing and verbal communications abilities

Skills in using Microsoft Word and Excel

Must be eligible for Work Study

Position requires regularly scheduled commitment of at least 10 hours per week.

Preferred skills related to advanced position components:

Experience maintaining web content

Experience using and editing APA style documents

Knowledge of Microsoft Access

Educational Benefits:

Experience planning and preparing grants related to education

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0881 0882 0883

51% Comp. to Classified: Yes [] No []

State [] Federal []

Open [] Closed []

JOB NUMBER:

11BOTH05

JOB CATEGORY:

RESEARCH