

<b>JOB TITLE</b>	Student Assistant		
<b>DEPARTMENT NAME</b>	Business and Economic Development Center		
<b>JOB LOCATION</b>	Lewis Hall Room 336-D		
<b>CONTACT/SUPERVISOR</b>	Michael Verchot		
<b>PHONE NUMBER</b>	206-543-9327	(Complete 10-digit number)	
<b>EMAIL ADDRESS</b>	mverchot@u.washington.edu		
<b>BOX NUMBER</b>	353200		
<b>EMPLOYMENT PERIOD</b>	Summer Only [ <input type="checkbox"/> ]	Sum & Acad Year [ <input checked="" type="checkbox"/> ]	Acad Year Only [ <input checked="" type="checkbox"/> ]
<b>HOURS PER WEEK</b>	Sum: 40 hrs/wk [ <input type="checkbox"/> ]	up to 19 hrs/wk [ <input checked="" type="checkbox"/> ]	Acad Yr: up to 19 hrs/wk [ <input checked="" type="checkbox"/> ]
<b>RATE OF PAY</b>	\$9.00/hr	(Compliance with current UW Student Pay Schedule)	

**Duties and Responsibilities:**

The student assistant will be responsible for managing all of the files and coordinating all of the mailings for the Business and Economic Development Center (BEDC). Additionally, the student assistant will assist in planning and executing business education seminars and special events that are planned by the BEDC and with distribution of promotional materials about the program. Finally, this person will have primary responsibility for the updating and maintenance of the BEDC's database.

**Minimum Qualifications:**

We are looking for someone with excellent organizational skills, computer (PC) experience especially with MS Word and Excel. Ideal applicant will be willing to quickly learn new skills as they are taught. Accuracy and attention to detail is vital.

**Educational Benefits:**

The work study student will gain new knowledge about small business management as well as inner city economic development by being involved in the planning and execution of business education seminars. Additionally, the work study student will be exposed to and interact with senior executives from small businesses and major corporations and with business leaders from a wide range of racial and ethnic backgrounds.

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**OFFICE USE ONLY**

Job Class Code: 0875 0872 Grad: 0881 0882 0883  
 51% Comp. to Classified: Yes [  ] No [  ]  
 State [  ] Federal [  ]  
 Open [  ] Closed [  ]

**JOB NUMBER:**

11BUSI03

**JOB CATEGORY:**

OFFICE/ADMIN