

JOB TITLE	Peer Student Adviser
DEPARTMENT NAME	College of Engineering, Advising and Diversity Center
JOB LOCATION	301 Loew Hall
CONTACT/SUPERVISOR	Scott Winter
PHONE NUMBER	206-685-4074
EMAIL ADDRESS	swinter@u.washington.edu
BOX NUMBER	352180
EMPLOYMENT PERIOD	Summer Only [] Sum & Acad Year [X] Acad Year Only [X]
HOURS PER WEEK	Sum: 40 hrs/wk [X] up to 19 hrs/wk [] Acad Yr: up to 19 hrs/wk [X]
RATE OF PAY	\$10.00

Duties and Responsibilities:

Assist the Academic Adviser, Program Coordinator, Co-op Program Coordinator. Serve as first point of contact for students using the services of the Engineering Advising & Student Center. Become knowledgeable about our services and be able to communicate them to students and others. Answer students' quick questions, in person and over the phone. Manage calendars (enter appointments, compile reports/statistics). Check and respond to email requests, update handouts, and work on special projects. In addition, this person will file, copy, organize, and do other office work, as requested. Training will be provided.

Minimum Qualifications:

Should have a desire and willingness to assist others, friendly/outgoing demeanor, willingness to learn new things, attention to detail, PC literate, and experience using word processing, spreadsheet, database, calendaring, and web-authoring software desirable (or willingness to learn). Ideally, the candidate will be a pre-engineering or engineering student. Minimum of one year's experience providing customer experience desirable.

Educational Benefits:

Experience managing office workload under direct supervision of program manager.
 Advance experience using computer programs.
 Broadening Customer Service etiquette while working with students and employers.
 Gain skills in triage advising.

OFFICE USE ONLY

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

JOB NUMBER:

11ENGI12

JOB CATEGORY:

OFFICE/ADMIN
