

<b>JOB TITLE</b>	Office/Program Assistant
<b>DEPARTMENT NAME</b>	Canadian Studies Center, Henry M. Jackson School of International Studies
<b>JOB LOCATION</b>	238 Thomson Hall
<b>CONTACT/SUPERVISOR</b>	Nadine Fabbi
<b>PHONE NUMBER</b>	206-543-6269
<b>EMAIL ADDRESS</b>	<a href="mailto:nfabbi@u.washington.edu">nfabbi@u.washington.edu</a>
<b>BOX NUMBER</b>	Box 353650
<b>EMPLOYMENT PERIOD</b>	Summer and academic year
<b>HOURS PER WEEK</b>	5-19 hours – whatever works best for student
<b>RATE OF PAY</b>	\$9 – 12/hour                      In compliance with work study pay schedule

**Duties and Responsibilities:**

Regular office duties such as photocopying, assisting with mailings, working on the website etc. Also, assistance with programming – K-12 programming and outreach programming. This may entail evening or Saturday work if the student is available and would involve assisting in setting up these events.

**Minimum Qualifications:**

MUST be an independent and motivated worker with excellent communication skills and follow-up ability. MUST be able to take initiative on jobs. MUST be very outgoing with the public and very detailed in paperwork. Hours are very flexible but the student must be reliable and able to communicate any time changes in advance.

**Educational Benefits:**

Student will learn a great deal about running programs, setting up workshops, working with lectures, advertising, publicity, and assisting with an academic program. The student will likely have the opportunity to work with many people in the community over time. The student will also learn the basics of inputting on the web.

**OFFICE USE ONLY**

Job Class Code: 0875 0872 Grad: 0881 0882 0883

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

State [ ] Federal [ ]

Open [ ] Closed [ ]

**JOB NUMBER:**

11JSIS14

**JOB CATEGORY:**

OFFICE/ADMIN