

JOB TITLE	Office/Program Assistant
DEPARTMENT NAME	Canadian Studies Center, Henry M. Jackson School of International Studies
JOB LOCATION	238 Thomson Hall
CONTACT/SUPERVISOR	Nadine Fabbi
PHONE NUMBER	206-543-6269
EMAIL ADDRESS	nfabbi@u.washington.edu
BOX NUMBER	Box 353650
EMPLOYMENT PERIOD	Summer and academic year
HOURS PER WEEK	5-19 hours – whatever works best for student
RATE OF PAY	\$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