

JOB TITLE	Special Projects Assistant		
DEPARTMENT NAME	Jackson School of International Studies, Russian, East European and Central Asian Studies		
JOB LOCATION	Thomson 203B		
CONTACT/SUPERVISOR	Marta Mikkelsen		
PHONE NUMBER	206/685-3113	(Complete 10-digit number)	
EMAIL ADDRESS	martam@u.washington.edu		
BOX NUMBER	353650		
EMPLOYMENT PERIOD	Summer Only <input type="checkbox"/>	Sum & Acad Year <input type="checkbox"/>	Acad Year Only <input checked="" type="checkbox"/>
HOURS PER WEEK	Sum: 40 hrs/wk <input type="checkbox"/>	up to 19 hrs/wk <input type="checkbox"/>	Acad Yr: up to 19 hrs/wk <input checked="" type="checkbox"/>
RATE OF PAY	\$15	(Compliance with current UW Student Pay Schedule)	

Duties and Responsibilities:

Complete special projects varying from conference planning to researching to maintaining outreach collection. Perform general office duties and help Assistant Director with outreach tasks. Assist in developing and maintaining the REECAS Center instructional website. Create publicity flyers in page maker and post materials on the web.

Minimum Qualifications:

Ability to handle multiple assignments, to adhere to deadlines and to work with basic computer programs, including ACCESS and EXCEL. Basic PageMaker or Publisher and web maintenance experience required.

Educational Benefits:

Enhance knowledge of the field and its study at the K-12 level; develop presentation and communication skills.

OFFICE USE ONLY

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

JOB NUMBER:

11JSIS16

JOB CATEGORY:

ARTS/MEDIA