

JOB TITLE	Special Projects Associate
DEPARTMENT NAME	Center for Global Studies, Henry M. Jackson School of International Studies
JOB LOCATION	Thomson Hall
CONTACT/SUPERVISOR	Tamara Leonard
PHONE NUMBER	206 685-2354
EMAIL ADDRESS	tleonard@u.washington.edu
BOX NUMBER	353650
EMPLOYMENT PERIOD	Summer Only [<input type="checkbox"/>] Sum & Acad Year [<input checked="" type="checkbox"/>] Acad Year Only [<input type="checkbox"/>]
HOURS PER WEEK	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"/>]
RATE OF PAY	\$12.00 (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

The Center for Global Studies at the Jackson School of International Studies is looking for a part time (12-20) hours per week individual to: publicize center events (monitor attendance, draft and distribute flyers, announce programming in person or over the phone), perform light office work (data entry, research, mailings, filing) and generally assist in the running of a busy center with many outreach events that cater to the public and students. Workload and pace of activities will vary.

Minimum Qualifications:

Prior experience working in a busy office or handling outreach events and activities preferred.

Educational Benefits:

This position provides an excellent opportunity to learn about the International Studies Program and Center for Global Studies at the Jackson School. It's also a great way to learn about event planning and other outreach and development activities.

OFFICE USE ONLY

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

Open [] Closed []

JOB NUMBER:

11JSIS19

JOB CATEGORY:

OFFICE/ADMIN