

JOB TITLE	Program Assistant		
DEPARTMENT NAME	Jackson School of International Studies, Latin American Studies		
JOB LOCATION	Thomson 122		
CONTACT/SUPERVISOR	Marisol Berríos-Miranda		
PHONE NUMBER	206-685-3435		
EMAIL ADDRESS	berriosm@u.washington.edu		
BOX NUMBER	353650		
EMPLOYMENT PERIOD	Summer Only [<input type="checkbox"/>]	Sum & Acad Year [<input checked="" 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"/>] Flexible schedule.		
RATE OF PAY	\$10-\$15	(Compliance with current UW Student Pay Schedule)	

Duties and Responsibilities:

- Provide support for the Latin American Studies Program (LAS) office
- Develop organizational system (both physical files & Access database) for LAS faculty, students, staff, alumni, donors, and events information
- Assist in management of faculty and student database, including tracking statistics and information
- Opportunity for input in the restructuring of the LAS curriculum
- Opportunity to help organize and participate in Study Abroad Programs
- Assist in developing and maintaining LAS website
- Help with organizing and scheduling events

Minimum Qualifications:

- Interest in Latin American Studies
- Willing to do a variety of tasks and adhere to deadlines
- Reliable and punctual
- Ability to work independently and take initiative
- Excellent written and verbal communication skills, organizational skills, and attention to detail
- Solid computer skills. Comfort or willingness to learn Excel and Access
- Prior work in an office environment, helpful, but not required

Educational Benefits:

- Learn how the Latin American Studies Program office operates
- Learn about faculty expertise and possible collaborations with faculty research projects
- Develop skills in a variety of areas and gain experience that can be applied toward future jobs and internships Skill areas include: organization and multi-tasking, written and interpersonal communication, and using technology including databases, web editing, and spreadsheets
- Understand interdepartmental collaborations
- Better understanding of University structures and functions

OFFICE USE ONLY

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

JOB NUMBER:

11JSIS23

JOB CATEGORY:

OFFICE/ADMIN
