

<b>JOB TITLE</b>	Student Communications Assistant		
<b>DEPARTMENT NAME</b>	West Coast Poverty Center/School of Social Work		
<b>JOB LOCATION</b>	321 Parrington Hall		
<b>CONTACT/SUPERVISOR</b>	Rachel Lodge		
<b>PHONE NUMBER</b>	206-616-2858	(Complete 10-digit number)	
<b>EMAIL ADDRESS</b>	rlodge@u.washington.edu		
<b>BOX NUMBER</b>	353055		
<b>EMPLOYMENT PERIOD</b>	Summer Only <input checked="" type="checkbox"/>	Sum & Acad Year <input type="checkbox"/>	Acad Year Only <input type="checkbox"/>
<b>HOURS PER WEEK</b>	Sum: 40 hrs/wk <input type="checkbox"/>	up to 19 hrs/wk <input checked="" type="checkbox"/>	Acad Yr: up to 19 hrs/wk <input type="checkbox"/>
<b>RATE OF PAY</b>	\$17/hr	(Compliance with current UW Student Pay Schedule)	

**Duties and Responsibilities:**

The student communications assistant will assist the West Coast Poverty Center with its web-based content and communications on poverty. The assistant will identify current news items related to poverty and related policies on the West Coast; identify poverty related organizations for inclusion in a database; maintain the database; and instruct web support staff on weekly website updates.

**Minimum Qualifications:**

Able to conduct web searches on poverty and identify appropriate content for posting, with some coaching. Able to give clear written instructions according to a standardized format and verify that those instructions have been carried out.

Basic skills with Microsoft Access and Excel, including ability to add new records and update information in existing records.

**Educational Benefits:**

Opportunity to get an overview of poverty in the U.S. and recent media coverage; opportunity to work with web-based communications

**OFFICE USE ONLY**

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

**JOB NUMBER:**

11SOCW06

**JOB CATEGORY:**

ARTS/MEDIA