

JOB TITLE	Diversity Resource Center Student Assistant	
DEPARTMENT NAME	Diversity and Minority Affairs	
JOB LOCATION	UW Tacoma	
CONTACT/SUPERVISOR	Ling Yeh	
PHONE NUMBER	(253) 692-4776	(Complete 10-digit number)
EMAIL ADDRESS	tyeh60@u.washington.edu	
BOX NUMBER	358409	
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	\$9.00	(Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

- Assist with DRC programs and special events
- Staff the center during office hours
- Conduct internet research on diversity resources
- Assist with distribution of DRC publicity materials on campus
- Maintain the DRC library resources
- Perform clerical duties including but not limited to: filing, mailings, copying, typing, and answering the telephone

Minimum Qualifications:

- One year office assistant experience (or related experience)
- Excellent verbal communication and interpersonal skills
- Commitment to providing a welcoming environment for all individuals
- Demonstrated organizational skills (maintaining files, typing, setting/completing project deadlines, etc.)
- Ability to work on multiple projects at the same time
- Demonstrated experience working with diverse populations
- Knowledge of a second language is helpful but not required

Educational Benefits:

Students will have the opportunity to:

- develop and/or improve professional, research, and administrative skills
- use their creativity and initiative
- gain exposure to the field of student affairs/higher education administration
- learn about multiple ways to approach issues of diversity

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0881 0882 0883

51% Comp. to Classified: Yes [] No []

State [] Federal []

Open [] Closed []

JOB NUMBER:

11TACO26

JOB CATEGORY:

OFFICE/ADMIN
