

JOB TITLE	UWAA Career Services Student Assistant
DEPARTMENT NAME	UW Alumni Association
JOB LOCATION	Alumni House (corner NE 45 th St. and 15 th Ave. NE)
CONTACT/SUPERVISOR	Don Gallagher – Associate Director, UW Alumni Association
PHONE NUMBER	206.685.9274
EMAIL ADDRESS	dongal@u.washington.edu
BOX NUMBER	359508
EMPLOYMENT PERIOD	Summer Only [<input type="checkbox"/>] Sum & Acad Year [XX] Acad Year Only [<input type="checkbox"/>]
HOURS PER WEEK	Sum: 40 hrs/wk [<input type="checkbox"/>] up to 19 hrs/wk [XX] Acad Yr: up to 19 hrs/wk [XX]
RATE OF PAY	\$12-14/hr DOE

Duties and Responsibilities:

*Date entry/maintenance for Husky Career Network, the UWAA’s online network of more than 5,000 alumni nationwide who have volunteered to assist students and alumni with their careers.

*Assist Associate Director and UWAA Marketing Department with planning/implementing strategies to recruit additional Husky Career Network volunteers and promote the Network to students and alumni

*Assist Associate Director and UWAA Virtual Media Department with planning/implementing new content for UWAA Career Services Web site

*Other clerical tasks/administrative support as assigned

Minimum Qualifications:

- *Microsoft Excel
- *General awareness of common career fields and job titles
- *On-time and dependable
- *Able to work independently and with careful attention to detail

Educational Benefits:

This position is a great opportunity for students to:

- * Learn about career development resources and strategies available to UW students
- * Gain access to UW alumni interested in helping UW students with career exploration and job search
- * Gain exposure to all aspects of UWAA operations (including marketing, virtual media, event production)
- * Gain experience working in a professional office setting
- * Become familiar with the field of university advancement, which encompasses development & alumni relations

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0881 0882 0883

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

State [] Federal []

Open [] Closed []

JOB NUMBER:

11UWAA02

JOB CATEGORY:

OFFICE/ADMIN