

<b>JOB TITLE</b>	<b>Student Assistant: Marketing &amp; Event Planning</b>
<b>DEPARTMENT NAME</b>	Women's Center
<b>JOB LOCATION</b>	Cunningham Hall
<b>CONTACT/SUPERVISOR</b>	Claire Vander Woude
<b>PHONE NUMBER</b>	206-685-2940
<b>EMAIL ADDRESS</b>	clairevw@u.washington.edu
<b>BOX NUMBER</b>	351380
<b>EMPLOYMENT PERIOD</b>	Summer Only [ ]      Sum & Acad Year [ x ]      Acad Year Only [ ]
<b>HOURS PER WEEK</b>	Sum: 40 hrs/wk [ ]    up to 19 hrs/wk [ x ]      Acad Yr: up to 19 hrs/wk [ x ]
<b>RATE OF PAY</b>	\$8.55 - \$10.00      (Compliance with current UW Student Pay Schedule)

**Duties and Responsibilities**

- ◆ Assist Women's Center Director and Administrator and program managers with marketing strategy.
- ◆ Assist Women's Center Administrator to manage marketing and publicity materials to maintain a professional image representative of Women's Center mission and vision.
- ◆ Create and distribute marketing materials for various Women's Center programs and events.
- ◆ Work with Administrator and Web Designer to maintain content of Women's Center website.
- ◆ Perform outreach to campus and community units regarding collaborative programs and marketing.
- ◆ Help to plan, publicize, and staff special events and functions.
- ◆ Assist Women's Center staff with planning and implementation of our new event series, "Opening Doors for Women and Girls."
- ◆ Assist with marketing of Lifelong Learning classes and program's quarterly catalog.
- ◆ Perform some general office duties for Women's Center as needed, including answering phones, filing, data entry, and front desk customer service.

**Minimum Qualifications**

- ◆ Work study eligible
- ◆ Proficient in Microsoft Word and Excel; experience with design programs (prefer Adobe InDesign and publisher)
- ◆ Good interpersonal and telephone skills - professionalism
- ◆ Good organizational skills and strong attention to detail very important
- ◆ Ability to work both independently, take initiative, and with a team
- ◆ Some evening and weekend availability

**Educational Benefits**

- ◆ Opportunity to learn organizational and interpersonal skills in a supportive environment.
- ◆ Enhance computer skills (Word, Excel and Access).
- ◆ Learn & explore computer design programs.
- ◆ Experience helping to manage and implement marketing and publicity strategies and materials for an organization.

**OFFICE USE ONLY**

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

**JOB NUMBER:**

11WOMC05

**JOB CATEGORY:**

OFFICE/ADMIN