

University of Washington Work Study Job Description

Work Study Administration, Office of Student Financial Aid

Name of Organization: SMS Inc.

Job Location: 1401 South Sprague Ave #520

City: Tacoma

State: WA

Zip: 98405

Metro Route Serving this Location: _____

Job Title of This Position: Web Designer/Web Tech

Number of Positions Available: 1

Nature of Business or Organization: SMS, Inc is a recruiting agent searching for qualified individuals to teach English in private schools in South Korea.

Duties and Responsibilities: Work with office staff to maintain and improve current website. Work to link our website to search engines and other websites. Trouble shoot any problems with system. Be part of a team and be willing to assist with any knowledge that seems appropriate, be proactive and invested in the work.

Minimum Qualifications: Must be eligible for state workstudy. Must have the necessary skills to perform the job.

Educational Benefits: We provide training and education in the following areas: Recruiting, interviewing, research, web design, and marketing.

STATE 65% 65SMS01

Hourly Pay Rate (indicate a range) \$ _10 to \$ _12__	Period of Employment (Please specify "Summer Only," "Academic Year Only," or "Both Summer and Academic Year"): both summer and academic year Hours Per Week: Summer (40 hours/week full-time, up to 19 hours part-time) 10-40 Academic Year (19 hours/week maximum) up to 19
Person to Contact Regarding this Position Sang So	Phone # 253 582 0777 E-mail: info@smsincorp.com Website: www.bridgetokorea.com

SEE OVER - SIDE TWO MUST BE COMPLETED.