

Job Title of this Position	Education Outreach Assistant (academic year only)
Name of Organization	FIUTS: Foundation for International Understanding Through Students
Website	www.fiuts.org
Job Location Address	Box 352233, University of Washington
Contact / Supervisor	Era Schrepfer
Phone Number	3-0736
E-mail	era@fiuts.org
<u>Hourly Pay Rate</u> (indicate a range)	\$10-\$11
Employment Period	Summer Only [] Academic Year [X] Summer & Academic Year []
Hours per week	Summer: full time program 40 hrs/wk [] part time program up to 19 hrs/wk [] Academic Year: up to 19 hrs/wk [X]
Nature of Business or Organization:	
FIUTS connects university students with local and global communities through programs that build international awareness, cross-cultural communication, and informed leadership. A 501 (c) 3 nonprofit organization founded on the University of Washington campus in 1948, FIUTS has been inspiring international leadership and dialogue in our community for more than 60 years.	
Duties and Responsibilities:	
<ul style="list-style-type: none"> ▪ Communicate with UW students about programs, recruit student participants ▪ Manage Student Data and commitments in Excel Format ▪ Prepare and send email communications to students and teachers ▪ Answer email and phone inquiries ▪ Create promotional literature such as fact sheets, and simple brochures ▪ Attend events and meetings to promote FIUTS education outreach programs ▪ Prepare classroom materials and on-campus training activities ▪ Assist other staff members with projects as assigned 	
<input type="checkbox"/> Minimum Qualifications:	
<input type="checkbox"/> Interest in cross-cultural programs and nonprofit organizations <input type="checkbox"/> Organized and careful about details <input type="checkbox"/> Ability to balance multiple priorities and work with a minimum of supervision <input type="checkbox"/> Experienced with Microsoft software <input type="checkbox"/> Demonstrated public speaking ability <input type="checkbox"/> Flexible schedule and ability to work non-traditional office hours as needed <input type="checkbox"/> Interest in working as a part of a small office team <input type="checkbox"/> Knowledge of the Seattle area and the University of Washington	
Educational Benefits:	
<ul style="list-style-type: none"> • Opportunity to meet students from around the world • Experience working as part of a small staff team in busy non-profit environment • Customer service, K-12 schools, curriculum development, volunteer coordination, and training and speaking experiences • Database, spreadsheet, PowerPoint, and Dreamweaver • Possible language practice 	

(For Work Study Office Use Only)

JOB NUMBER 75FTS06 **REIMBURSEMENT RATE:** **FEDERAL** 75 % **STATE** %