

Work Study Job Description

Job Title	Newsletter /Office Assistant
Department Name	Sociology
Job Location	
Pay Rate	\$10 - \$11
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Ulrika OBrien
Phone Number	(206)543-522
Email Address	ulrika@uw.edu
Website	
Box Number	353340

Nature of Organization
Academic Department
Duties and Responsibilities
Under supervision student will research, write, and edit original articles and interviews for department newsletter. Edit and/or rewrite articles based on other UW source material. Assist other student assistants with general office support work when needed.
Minimum Qualifications
Strong writing skills a must, including excellent grammar and usage, plus ability to write lean, engaging prose. Ability to work well independently as well as collaboratively in generating ideas, copy, and submitting to editing. Strongly prefer a Communications major specializing in journalism, or other journalism background.
Educational Benefits
Students gain skills in setting priorities, general organizational skills, time management, multitasking in a busy environment, and interacting professionally with a wide range of constituencies including faculty, staff, students, and the general public, and gain publication credits and practice generating tight, engaging, informative copy on deadline.
How to Apply
submit resume and current quarter schedule by e-mail.

Job Number: SOCI05 | Job Class: 0875 | Category: Arts & Media | 51% Comp. To Classified: y | Program:
Federal