OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Program & Website Assistant
Department Name	Jackson School of International Studies - Latin American and Caribbean Studies P
Job Location	Thomson 122
Pay Rate	$12 - $15
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	GaiHoai Nguyen
Phone Number	206 685 3435
Email Address	ghoaitn@uw.edu
Website	http://jsis.washington.edu/latinam/
Box Number	353650

Nature of Organization
Latin American and Caribbean Studies/Jackson School of International Studies
Duties and Responsibilities
Position is 10 hrs/wk. -Staff the LACS office at regular times, as agreed upon with Assistant Director -Compile and send out bi-weekly LACS email bulletin -Keep all LACS-related materials & publications in stock as needed. -Assist with various duties related to LACS-sponsored events including: locating venues, creating, copying and posting flyers, assisting with visitor travel needs, announcing events through electronic media, and attending events to provide on-site assistance. -Maintenance of LACS program webpage, including timely and accurate updates of faculty information, course descriptions, events, internships, and other program materials to be made available to students. -Update LACS mailing lists -Manage LACS bulletin board & display case with
Minimum Qualifications
Student should be proficient in basic web design and maintenance, Windows 2000/XP programs, and the Internet. Attention to detail, excellent communication skills, and good organization also required. Must be responsible, resourceful, honest and extremely reliable.

Educational Benefits
How to Apply
Submit resume and one letter of recommendation to lasuw@uw.edu

Job Number: JSIS07 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Closed