

## Work Study Job Description

<b>Job Title</b>	Student Assistant
<b>Department Name</b>	UW School of Nursing Advancement
<b>Job Location</b>	UW Seattle Campus
<b>Pay Rate</b>	\$10 - \$10
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Glory Visario
<b>Phone Number</b>	206 543 3019
<b>Email Address</b>	gvisario@uw.edu
<b>Website</b>	<a href="http://nursing.uw.edu/">http://nursing.uw.edu/</a>
<b>Box Number</b>	357260

### Nature of Organization

The Advancement Office is responsible for acquiring major gifts of financial support to the School of Nursing and publicizing activities and achievements of School of Nursing students, faculty, alumni and supporters.

### Duties and Responsibilities

Assist Advancement staff in the School of Nursing with work linked to fundraising efforts for the School. Tasks include: light office work (filing; proofreading; photocopying; running errands to campus offices & departments; etc.); word processing (on PC, including mail merges); data entry (EXCEL); database manipulation/research; assisting with College and department events as needed(set up, break down, etc.); and assisting with other special projects.

### Minimum Qualifications

- Basic computer skills necessary
- Willingness to learn new computer skills an asset
- Punctuality important
- Attention to detail, accuracy and confidentiality
- Able to work independently, anticipate, and take initiative
- Familiarity with graphic design programs (PhotoShop, inDesign, etc) desirable, but not required
- A sense of humor welcomed!

### Educational Benefits

- Opportunity to learn about fundraising at a major university
- General office skills transferable to other business and/or organizational settings

**How to Apply**

Send your resume by 1/14/13 to Glory Visario at gvisario@uw.edu or Box 357260 Seattle, WA 98195.

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Job Number: NURS02 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal