

Work Study Job Description

Job Title	Student Assistant
Department Name	Office of Merit Scholarships, Fellowships & Awards
Job Location	171 Mary Gates Hall, Center for Experiential Learning & Diversity
Pay Rate	\$9.50 - \$10.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Robin Chang
Phone Number	206-543-2603
Email Address	robinc@uw.edu
Website	http://expd.washington.edu/scholarships
Box Number	352803

Nature of Organization

The Office of Merit Scholarships, Fellowships & Awards (OMSFA) provides information and resources to increase undergraduate student awareness of the scholarship search and application process.

Duties and Responsibilities

Data entry, filing, reception, and other light clerical support. Specifically:

- Distribution of program materials to campus sources, individual students and student groups via campus mail, email, websites, and the posting in various campus sites;
- Act as student lead by answering general office emails and reception inquiries about scholarships;
- Provide technical and administrative support for OMSFA events and occasionally for other Center programs;
- Reception - disseminating information, answering questions, etc. for the Cntr. for Experiential Learning & Diversity

Minimum Qualifications

Must be currently enrolled UW student, good problem-solving, writing and communication skills. Competence with desktop and web publishing tools or ability to learn. Proficiency with MS Office strongly preferred.

Must enjoy working and interacting with diverse student populations; some minimal reception/customer service experience; ability to work well both as member of small team and independently; creative problem solving skills and attention to detail; ability to work well under deadlines.

Educational Benefits

- Be a part of a program that is dedicated to helping students connect with transformative opportunities and resources.
- Excellent professional development opportunities and the ability to work with staff interested in students' personal growth and development.
- Opportunity for growth and the ability to incorporate interests into work.
- Work with friendly staff in a supportive, fun, team-oriented environment.

How to Apply

Submit cover letter & resume to Robin Chang, robinc@uw.edu.

Job Number: MSCF02 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal