

## Work Study Job Description

<b>Job Title</b>	Program Assistant
<b>Department Name</b>	UW Bothell Community-Based Learning and Research
<b>Job Location</b>	UW Bothell, UW2-134
<b>Pay Rate</b>	\$12 - \$12
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Toni Hartsfield
<b>Phone Number</b>	425-352-5256
<b>Email Address</b>	thartsfield@uwb.edu
<b>Website</b>	<a href="http://www.uwb.edu/cblr">http://www.uwb.edu/cblr</a>
<b>Box Number</b>	358522

### Nature of Organization

### Duties and Responsibilities

Staff CBLR reception area, responding to CBLR in-person, email/mail, and telephone inquiries; Maintain and respond to inquiries/messages on CBLR social media sites; Prepare documents, spreadsheets, display and marketing materials in various formats; Assist in planning, marketing and implementing CBLR events; Create and maintain web pages using Kentico CMS System; Complete internet research; Correspond with administration, faculty and staff regarding CBLR programs and services; Assist in development and revision of CBLR Resource Guide; Assist in updating and maintaining EXPO database; Attend staff and planning meetings, as needed; Other office duties as assigned

### Minimum Qualifications

Excellent communication and interpersonal skills

Strong writing skills

Ability to manage multiple details and meet project deadlines

Ability to work independently and with a team

Solid client/customer service skills, including the ability to communicate with diverse constituencies in a friendly, courteous manner

Experience with internet research and social media/graphic design (e.g. Adobe suite or similar software)

### **Educational Benefits**

Students will gain experience in event planning, social media outreach, web page revision, communicating with a diverse group of constituents, and general office skills. Unique learning will occur regarding community-based learning, social justice, and cultivating positive community relationships.

### **How to Apply**

Please send the following to Toni S. Hartsfield (thartsfield@uwb.edu)

- Resume
- Two examples of graphic design, web, and/or marketing work
- Cover letter that addresses the following questions:

Why are you interested in working with the Office of Community-Based Learning and Research?

What experience and skills do you have that would enable you to succeed in this position?