

Work Study Job Description

Job Title	Peer Associate
Department Name	Career Center
Job Location	MGH 134
Pay Rate	\$9.50 - \$9.50
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Briana Randall
Phone Number	206-685-4139
Email Address	brianakr@uw.edu
Website	http://careers.uw.edu
Box Number	352810

Nature of Organization

Create a welcoming environment at The Career Center. Provide front line assistance to students, alumni, employers, and others regarding Career Center procedures, resources, and services and make appropriate referrals.

Duties and Responsibilities

Greet visitors; Answer/direct calls; Help students check-in on touchscreen; Schedule appointments; Answer questions about HuskyJobs; Help open/close the office; Periodically staff evening events; Make sure lobby & front desk are organized; Give messages to recruiters as needed; Help with special events; Assist staff with special projects; Administrative tasks such as data entry.

Minimum Qualifications

Communicate with students, alumni, & employers from diverse backgrounds; Tact & confidentiality; Courteous attitude; Detail-oriented; Reliable; Adaptable; Team player; Take initiative; Prior experience in customer service preferred; Sense of humor a plus.

Educational Benefits

Learn about the inner operations of a Career Center; Learn to interact with a wide range of people; Learn basic office tasks; Talk to employers.

How to Apply

Submit resume and cover letter -
<http://careers.uw.edu/HuskyJobs>

Job Number: CCSE03 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal