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

# Work Study Job Description

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| **Job Title** | DRC Student Assistant |
| **Department Name** | UW Tacoma Equity and Diversity |
| **Job Location** | UW Tacoma |
| **Pay Rate** | $10.00 - $12.00 |
| **Employment Period** | Summer, Academic Year |
| **Hours Per Week** | 19 hrs/wk |
| **Contact Supervisor** | Sara Contreras |
| **Phone Number** | 253-692-4776 |
| **Email Address** | saracc@uw.edu |
| **Website** | http://www.tacoma.uw.edu/ |
| **Box Number** | 358409 |

| **Nature of Organization** |
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| The Diversity Resource Center (DRC) at UW Tacoma is under the umbrella of the Office for Equity and Diversity. |
| **Duties and Responsibilities** |
| • Support students, staff, faculty, and community members in utilization of DRC resources, programs and services<br>• Assist in the planning, marketing, and implementation of DRC programs, services, awareness initiatives, trainings, and summits/conferences<br>• Envision, design, and lead at minimum one workshop, panel, established seminar or activity per quarter to increase campus and community awareness about social justice issues<br>• Responsible for remaining informed about programs and services offered at UW Tacoma<br>• Conduct research on diversity related resources and organizations that would be beneficial to the campus community |
| **Minimum Qualifications** |

• Experience using software packages and multimedia applications, to include but not be limited to Microsoft Office 2007 (Word, Excel, PowerPoint, Access and Publisher), Facebook, Twitter, Google Docs, Adobe Acrobat, etc.
• Superior verbal and written communication and interpersonal skills
• Strong organizational, time management and multitasking skills
• Exceptional ability to work effectively and efficiently, autonomously and with a team, in a high-paced environment

**Educational Benefits**

The Diversity Resource Center (DRC) strives to create a welcoming and inclusive environment that enables all members of the campus community to learn through the exploration of human difference. Student Assistants (SA's) are an integral member of the Office for Equity and Diversity team, serving as one of the initial representatives of our department. The SA's works in the DRC assisting in the administration of programs and services. The SA's, often the first contact to students, staff, faculty,

**How to Apply**

Submit cover letter, resume and a list of three references to: Sara Contreras (email) saracc@uw.edu

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Job Number: TACO46 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Open