OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Life Long Learning Program Coordinator
Department Name	UW Women's Center
Job Location	Cunningham Hall
Pay Rate	$9.32 - $19.94
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Johnna White
Phone Number	206-685-2940
Email Address	jwhite23@uw.edu
Website	http://depts.washington.edu/womenctr/
Box Number	353070

Nature of Organization
The mission of the Womens center is to promote and advocate for gender equity and social justice on campus and in the larger community, through educational programs and services, which allow all individuals to nurture an equitable, inclusive and compassionate society.
Duties and Responsibilities

o Work with instructor to schedule courses
o Secure venue for quarterly lifelong learning courses
o Work with Marketing and Communications Coordinator to create promotional materials
o Market and recruit for lifelong learning courses
o Update website with course information
o Respond to phone calls and e-mails pertaining to Lifelong Learning courses
o Track registration
o Conduct and analyze evaluations
• Manage front desk including: greeting visitors, providing Center and campus resources to WC visitors, and routing phone calls.
• Help maintain smooth administrative operations for UW Women's Center, including filing, payroll, purchasing, fiscal duties, customer service, registration system, facility maintenance, equipment, resources, special events, and publications.
• Assist Administrator in management of office projects and communication to other student staff.
• Keep abreast of Women's Center events and activities with an ear for including key events, insights, news, and ideas on the website and in Women's Center publications.
• Perform general office duties as necessary/requested.

Minimum Qualifications

• Proficient in Microsoft Word, Outlook and Excel; database familiarity helpful.
• Excellent writing, proofreading, editing, and filing skills.
• Internet research knowledge and experience.
• Ability to work independently and take initiative with projects and tasks.
• Some evening and weekend availability

Educational Benefits

• Opportunity to learn organizational and interpersonal skills
• Develop/enhance project management and event coordination skills.
• Enhance computer skills (Word, Excel, and website maintenance)
• Learn & explore computer design programs (Publisher and Adobe Photoshop)
• Learn clerical and database management skills

How to Apply

• Email resume and cover letter to jwhite23@uw.edu; include your name and "Lifelong Learning Coordinator" in the subject of the e-mail.

Job Number: WOMC01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y | Program: Federal