

Work Study Job Description

Job Title	Making Connections Alumnae Coordinator
Department Name	UW Women's Center
Job Location	Cunningham Hall
Pay Rate	\$9.32 - \$15.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Johnna White
Phone Number	2066852940
Email Address	jwhite23@uw.edu
Website	http://depts.washington.edu/womenctr/
Box Number	353070

Nature of Organization

Our mission is to spread equity and diversity by opening doors for girls and women through education and access to resources that will help them achieve personal, professional, and academic success. - See more at: <http://depts.washington.edu/womenctr>

Duties and Responsibilities

- Assist Program Manager with various projects and tasks.
- Organize program office and filing systems on a regular basis.
- Help to support students in MC Program by editing college applications, tutoring, etc.
- Create and distribute marketing materials for Making Connections.
- Assist in organizing & tracking program statistics and information.
- Assist manager and coordinator with correspondence to program participants.
- Help to plan and staff special events and functions.
- Support the program's mission of helping students prepare for college and explore the STEM fields.
- Perform general office duties for Women's Center

Minimum Qualifications

- Ability to keep student information strictly confidential
- Good PC computer skills and experience with Word, Excel and Access
- Good interpersonal and telephone skills - professionalism
- Good organizational skills and strong attention to detail very important
- Punctuality and reliability. Some evening and weekend availability

Educational Benefits

- Opportunity to learn organizational and interpersonal skills in a supportive environment.
- Enhance computer skills (Word, Excel and Access)
- Learn & explore computer design programs
- Learn clerical and database management skills
- Work with high school aged students and support their educational success.

The position will remain open until filled.

How to Apply

Email resume and cover letter to jwhite23@uw.edu; include your name and job title in subject

Job Number: WOMC04 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal