

Work Study Job Description

Job Title	Student Services Workstudy Student Assistant
Department Name	UW Information School
Job Location	Mary Gates Hall
Pay Rate	\$9.50 - \$11.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Vicky Nguyen
Phone Number	(253)561-460
Email Address	vickyn@uw.edu
Website	http://ischool.uw.edu/
Box Number	352840

Nature of Organization

iSchool Career Services is looking for a UW workstudy student to provide general office assistance to the Career Services Advisor for the academic year 2013-14.

Duties and Responsibilities

- Searching for and posting jobs for iSchool students
- Database management
- Responding to email inquiries
- Posting to social media about career events and jobs
- Assist with special events such as the Employer Connections Fair
- Assist with career related programming and workshops
- Reception coverage (answering phones, greeting/directing walk-in traffic)
- Photo-copying and scanning
- Other duties as assigned

Minimum Qualifications
<ul style="list-style-type: none">-Strong attention to detail and excellent organizational skills-Professional, positive manner-Strong customer service skills-Strong experience with Microsoft Office suite (especially Excel, Word, and Outlook)-Excellent written and verbal communication skills-Ability to work well in a busy and occasionally high-stress environment
Educational Benefits
Gaining more experience in customer service and working to assist iSchool in an office setting
How to Apply
Include a cover letter describing skills and experiences with an updated resume and workstudy award

Job Number: INFS01 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Open