

## Work Study Job Description

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

- 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

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Job Number: INFS01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal