

Work Study Job Description

Job Title	Student Assistant
Department Name	Provost Office Faculty Advancement
Job Location	Gerberding 340/MGH 306
Pay Rate	\$12.00 - \$12.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Norma Rodriguez
Phone Number	206-543-9833
Email Address	normar@uw.edu
Website	http://www.washington.edu/diversity/faculty-advancement/
Box Number	352835

Nature of Organization

The primary mission of the Office of the Associate Vice Provost for Faculty Advancement is to ensure that the UW recruits, promotes and retains an excellent and diverse faculty.

Duties and Responsibilities

The Student Assistant will be responsible for providing office assistance to the Office for Faculty Advancement and the Diversity Research Institute. Responsibilities include:

- Research and summarize the literature on recruitment and retention of diverse faculty
- Maintain/update websites of the Office for Faculty Advancement and the Diversity Research Institute
- Assume other responsibilities as delegated by the Director.

Minimum Qualifications

- Knowledge of the UW web and identity standards
- Understanding of Wordpress web editor
- Organized and detail-oriented with the ability to prioritize workload, meet multiple deadlines, and work independently, as well as collaboratively
- Must be responsible, punctual, and complete tasks according to deadlines

Educational Benefits

Student will learn the expectations for working in a professional office setting. Student will have the opportunity to use their creativity and gain experience applying web maintenance skills.

How to Apply

Please submit a resume and a paragraph about your interest in the position.

Job Number: PROV01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal