OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Student Assistant
Department Name	Center for Global Studies, JSIS
Job Location	502 Thomson Hall
Pay Rate	$11.00 - $15.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Tamara Leonard
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Website	http://jsis.washington.edu/isp/
Box Number	353650

Nature of Organization

The mission of the Center for Global Studies (CGS) is to enhance understanding about the world's cultures, societies and economies as they shape and are shaped by global and transnational forces. As one of eight National Resource Centers housed in the Henry M. Jackson School of International Studies at the University of Washington, CGS provides resources for transforming interdisciplinary global studies via its research and teaching foci, professional training opportunities for educators, general public programs, and media outreach.

Duties and Responsibilities

Assist with information gathering and data collection for grant applications and reports.

Help maintain CGS website, email lists, CGS E-News, and other forms of digital communication.

Design flyers and brochures for upcoming conferences, courses, teacher workshops and talks.

Coordinate publicity for conferences, courses, teacher workshops and talks.

Assist with course guest lectures and video-conferences.

Other duties as assigned.

Minimum Qualifications

Currently enrolled UW student, preferably eligible for work-study. Candidates should be detail-oriented, organized, responsible, and enjoy working in a fast-paced office. Knowledge of Microsoft Office (especially Access and Excel), Adobe Creative Suite (Photoshop, InDesign, Illustrator), and basic HTML/CSS skills are desirable. Experience with social media tools and blogging a plus.
Educational Benefits
The student in this position will learn about the Center for Global Studies and the International Studies major at The Henry M. Jackson School of International Studies. S/he will gain experience in event planning, grant preparation and management, and various computer software applications. Work hours are flexible and based around class schedule.
How to Apply
Submit cover letter and resume to tleonard@uw.edu

Job Number: JSIS03 | Job Class: 0875 | Category: Arts & Media | 51% Comp. To Classified: y | Program: Federal