OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Information Assistant
Department Name	CSDE
Job Location	206 Raitt Hall
Pay Rate	$13.00 - $13.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Vanessa Collier
Phone Number	206-616-7743
Email Address	sailorv@uw.edu
Website	http://csde.washington.edu/
Box Number	353412

Nature of Organization

CSDE supports population research and training.
The Information Assistant serves in the Information Core, which provides information services to affiliated faculty and graduate trainees.

Duties and Responsibilities

- Assisting with weekly CSDE e-newsletter
- Maintaining a list of affiliated faculty recent publications
- Assisting with CSDE website content updates
- General reference, bibliographic questions, and citation checking
- Miscellaneous office work

Minimum Qualifications

- Experience and/or training in information sciences, communication, public relations, journalism, or related area
- Ability to work with a variety of people in a professional and courteous demeanor
- Proficiency with Microsoft Office applications
- Ability to work without direct supervision

Desirable Additional Qualification

- Familiarity with, or ability to learn EndNote
- Web publishing experience with content management systems (i.e. Drupal, Wordpress) preferred.

Educational Benefits
This is a great opportunity to gain experience providing information services in a friendly, interdisciplinary center on the Quad. - Develop skills in teamwork, communication, and working with a variety of clients - Hands-on experience for the MLIS/MSIM/MCDM student in information services
How to Apply
Please send a cover letter and resume to Vanessa Collier at: sailorv@uw.edu

Job Number: CSDE01 | Job Class: 0875 | Category: Arts & Media | 51% Comp. To Classified: | Program: Federal