

Work Study Job Description

Job Title	Office Assistant
Department Name	Graduate School
Job Location	Gerberding Hall, 193
Pay Rate	\$12.00 - \$12.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Gino Aisenberg
Phone Number	
Email Address	ginoa@uw.edu
Website	
Box Number	354900

Nature of Organization

Graduate School Associate Dean for Community Partnerships and Diversity

Duties and Responsibilities

Position is for 5-7 hours per week to begin no later than Oct. 22nd for the remainder of the academic year. Major responsibilities are to assist the Associate Dean for Community Partnerships and Diversity in carrying out leadership duties and initiatives, assist in scheduling of meetings, facilitate communication across internal and external stakeholders, conduct periodic literature searches, and organize and maintain documentation.

Minimum Qualifications

Strong skills in communication (oral and written) and keen attention to detail; well-organized. Commitment to engaging diversity well.

Educational Benefits

Participate in meetings with UW leaders and community stakeholders and gain understanding of leadership roles and responsibilities as well as initiatives of the Graduate School with regards to diversity and community partnerships.

Gain knowledge of best-practices with regards to the advancement of diversity and inclusion in institutes of higher education.

How to Apply

Email letter of interest & current resume with contact information of 2 references to:
ginoa@uw.edu

Job Number: GRAD01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal