

## Work Study Job Description

<b>Job Title</b>	Student Assistant
<b>Department Name</b>	Geography
<b>Job Location</b>	Smith Hall, Room 415
<b>Pay Rate</b>	\$15.00 - \$15.00
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Sue Bernhardt
<b>Phone Number</b>	206-543-6014
<b>Email Address</b>	suejoi@uw.edu
<b>Website</b>	<a href="http://depts.washington.edu/geog/">http://depts.washington.edu/geog/</a>
<b>Box Number</b>	353550

### Nature of Organization

### Duties and Responsibilities

- Use the Internet to research contact information for academic programs and various sectors of the geospatial industry.
- Conduct general program support tasks as assigned.
- Use data entry and database development tools.

### Minimum Qualifications

- Word processing expertise with Microsoft Word
- Data entry expertise with Microsoft Excel
- Good communication skills, both verbal and written, including composition skills for business letters and other professional correspondence
- Interpersonal skills vital to interact with faculty, staff and students
- Ability to multi-task and complete projects on time

Desired skills:

- Experience with Microsoft Access, UW Catalyst and MOODLE

### Educational Benefits

The tasks involved in this position will inform the student of the diverse nature of sustainability education programs around the country.

Enumerating the diversity of programs and identifying locations nation-wide will help the PMP-GIS and student appreciate the many ways that sustainability can be implemented as an educational undertaking.

### **How to Apply**

Submit resume with three names of references including contact information to:

Dr. Robert Aguirre

U of Washington

Dept of Geography - PMP-GIS

Box 353550, Seattle, WA 98195

Alternatively and preferred, send resume with references and contact information to:

aguirrer@myuw.net

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Job Number: GEOG02 | Job Class: 0875 | Category: Technology | 51% Comp. To Classified: n | Program: State