

Work Study Job Description

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

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