

Work Study Job Description

Job Title	Assistant to the Director
Department Name	Women's Center
Job Location	Cunningham Hall
Pay Rate	\$9.32 - \$15.00
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Johnna White
Phone Number	2066851090
Email Address	jwhite23@uw.edu
Website	http://depts.washington.edu/womenctr/
Box Number	353070

Nature of Organization

to promote and advocate for gender equity and social justice on campus and in the larger community, through educational programs and services, which allow all individuals to nurture an equitable, inclusive and compassionate society.

Duties and Responsibilities

- Organization and management of daily, weekly and quarterly tasks and projects.
- Maintain updated correspondence for Director including mail, email and publications.
- Assist with the writing of the Women's Center brochures such as the annual report, quarterly catalogs, and any other marketing materials.
- Keep abreast of Women's Center events and activities with an ear for including key events, insights, news, and ideas on the website and in Women's Center publications.
- Perform general office duties as necessary.
- Other duties to be performed as requested by the director.

Minimum Qualifications

- Proficient in Microsoft Word, Outlook and Excel; database familiarity helpful.
- Excellent writing, proofreading, editing, and filing skills.
- Internet research knowledge and experience.
- Ability to work independently and take initiative with projects and tasks.
- Some evening and weekend availability

Educational Benefits

- Opportunity to learn organization and program management skills.
- Great learning environment and supportive working atmosphere. This is an opportunity to take part in fantastic, diverse programming, which includes the following: book readings, lectures, women and technology projects, research on the trafficking of women and children, conferences, international women's day celebrations, and continuing education classes. Our work focuses on local and international women's issues, constantly bringing in speakers from around the world, across the country, and from campus to discuss important social issues.

How to Apply

- Email resume and cover letter to jwhite23@uw.edu; include your name and “Assistant to Director” in the subject of the e-mail.
- The position will remain open until filled.

Job Number: WOMC11 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal