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

Work Study Job Description

Job Title	Development & Grant Writing Assistan
Department Name	UW Womens Center
Job Location	Cunningham Hall
Pay Rate	$10 - $15
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Senait Habte
Phone Number	206-685-1090
Email Address	womens@uw.edu
Website	http://depts.washington.edu/womenctr/
Box Number	353070

Nature of Organization

The UW Womens Center is one of the largest University-based Womens Centers in the nation, serving over 12,000 campus and community members each year. Our mission is to spread equity and diversity by opening doors for girls and women through education and access to resources that will help them achieve personal, professional, and academic success.

Duties and Responsibilities

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•Help to plan and implement various aspects of the Womens Center's International Women Leaders Dinner, an event which celebrates womens leadership in the world and raises funds for the Womens Center's programs and services.
•Assist in creating public relations materials for the Womens Center.
•Help to educate campus and community members about the Womens Center's programs, services, and events.
•Maintain campus and community relations, including student groups and off campus donors.
•Assist the Womens Center Advisory Board in various tasks and projects.
•Assist with communication

Minimum Qualifications

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• Work study eligible
• Proficient in Microsoft Word, Excel and Access
• Good interpersonal and telephone skills - professionalism
• Good organizational skills and strong attention to detail very important
• Some experience and interest in development, donor cultivations, and public relations.
• Some evening and weekend availability

Educational Benefits

Educational Benefits
•Opportunity to enhance development and grant writing skills.
•Work closely with group of professional women who support the work of the Womens Center and development initiatives.

How to Apply

Please email us your resume at womens@uw.edu

Job Number: WOMC04 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Open