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

# Work Study Job Description

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| **Job Title** | Outreach and Activities Assistant |
| **Organization Name** | Foundation for International understandi |
| **Address** | University of Washington Seattle, WA 98195 |
| **Pay Rate** | $10.00 - $12.00 |
| **Employment Period** | Summer, Academic Year |
| **Hours Per Week** | 19 hrs/wk |
| **Contact Supervisor** | Era Schrepfer |
| **Phone Number** | 543-0736 |
| **Email Address** | era@fiuts.org |
| **Website** | www.fiuts.org |
| **EIN** | 91-0646781 |

| **Nature of Organization** |
|---|
| FIUTS connects students with local and global communities through programs that build international awareness, cross-cultural communication, and informed leadership. A 501 (c) 3 nonprofit organization founded on the University of Washington campus in 1948, FIUTS has been inspiring international leadership and dialogue in our community for more than 60 years. |
| **Duties and Responsibilities** |
| Support summer events and activities program by selling tickets and explaining events<br>Prepare signage and event materials<br>Produce printed orientation program to be distributed to more than 1,300 new students<br>Communicate with vendors and corporate sponsors<br>Manage the production of the FIUTS Weekly E-news, sent weekly to more than 9,000 students<br>Support FIUTS Staff in communications with alumni around the world<br>Collaborate with staff, interns, and office volunteers<br>Do basic data entry in Filemaker pro database<br>Answer phone and email inquiries |
| **Minimum Qualifications** |

Interest in cross-cultural programs and nonprofit organizations
Organized and careful about details
Ability to balance multiple priorities and work with a minimum of supervision
Experienced with Microsoft software
Demonstrated public speaking ability
Flexible schedule and ability to work non-traditional office hours as needed
Knowledge of the Seattle area and the University of Washington

**Educational Benefits**

• Experience working as part of a small staff team in busy non-profit environment
• Customer service, event planning, training, volunteer coordination, and public speaking experiences
• Database, spreadsheet, PowerPoint, and Dreamweaver
• Possible language practice

**How to Apply**

Job Number: 70FIUT04 | 70% | Closed