

## Work Study Job Description

<b>Job Title</b>	Events & Marketing Assistant
<b>Organization Name</b>	FIUTS
<b>Job Location</b>	UW HUB
<b>Address</b>	University of Washington Seattle WA 98195
<b>Pay Rate</b>	\$10.10 - \$12.00
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Era Schrepfer
<b>Phone Number</b>	543-0736
<b>Email Address</b>	era@fiuts.org
<b>Website</b>	www.fiuts.org

### 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  
 Prepare signage and event materials  
 Produce printed orientation program to be distributed to more than 1,300 new students  
 Communicate with vendors and corporate sponsors  
 Manage the production of the FIUTS Weekly E-news, sent weekly to more than 9,000 students  
 Support FIUTS Staff in communications with alumni around the world  
 Collaborate with staff, interns, and office volunteers  
 Do basic data entry in Filemaker pro database  
 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**

Send a resume and cover letter to Era Schrepfer, Executive Director at era@fiuts.org. Please include projected graduation date and interest in working a full time summer position - priority will be given to candidates who can commit to one year and are available for possible summer work study employment.

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Job Number: 75FIUT04 | Category: Office & Administrative | Program: Federal | Reimbursement Rate: 75%