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

Work Study Job Description

Job Title	Student Assistant Gender & Social E
Department Name	UW Womens Center
Job Location	Cunningham Hall
Pay Rate	$10.00 - $15.00
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Senait Habte
Phone Number	206-616-2366
Email Address	senait@u.washington.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
Duties and Responsibilities •Assist in gathering current information and studies. •Assist in the creation pamphlets and educational materials and maintain updated web resources. •Participate in trainings and workshops. •Conduct outreach and work closely with a variety of campus and community organizations. •Perform general office duties as necessary, including correspondence, filing, and organizing. •Complete other assignments as needed
Minimum Qualifications

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•Proficient in Microsoft Word, database familiarity helpful.
•Excellent writing, proofreading, editing, filing, and organizational skills.
•Strong research background and ability, including internet research knowledge and experience.
•Demonstrated ability to exhibit high degree of confidentiality.
•Prefer some training, knowledge or work experience with issues related to violence against women.

Educational Benefits

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•Opportunity to be involved in creating nonviolent communities and learning the skills for this work.
•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 womens day celebrations, and continuing education classes. Our work focuses on local and international womens issues, constantly bringing in speakers from around the world, across the country, and from campus to discuss important social issues.

How to Apply

Please apply by submitting your resume to Senait O Habte at senait@uw.edu

Job Number: WOMC10 | Job Class: 0875 | Category: Social Services & Research | 51% Comp. To Classified: n | Program: Federal