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

Work Study Job Description

Job Title	Marketing Coordinator: Students Assistan
Department Name	UW Women's Center
Job Location	Cunningham Hall
Pay Rate	$10 - $15
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Senait Habte
Phone Number	206-685-1090
Email Address	senait@uw.edu
Website	http://depts.washington.edu/womenctr/
Box Number	353070

Nature of Organization

Duties and Responsibilities

Duties and Responsibilities
Assist Women’s Center Director and Administrator and program managers with marketing strategy.
Assist Women’s Center Administrator to manage marketing and publicity materials to maintain a professional image representative of Women’s Center mission and vision.
Create and distribute marketing materials for various Women’s Center programs and events.
Work with Administrator and Web Designer to maintain content of Women’s Center website.Perform outreach to campus and community units regarding collaborative programs and marketing.
Help to plan, publicize, and staff special events and functions.
Assist Women’s Center staff with planning and implementation of our new event series, “Opening Doors for Women and Girls.”
Assist with marketing of Lifelong Learning classes and program’s quarterly catalog.
Perform some general office duties for Women’s Center as needed, including answering phones, filing, data entry, and front desk customer service.

Minimum Qualifications

Minimum Qualifications
Proficient in Microsoft Word and Excel; experience with design programs (prefer Adobe InDesign and publisher)
Good interpersonal and telephone skills - professionalism
Good organizational skills and strong attention to detail very important
Preferably a Foster School of Business student studying Marketing
Ability to work both independently, take initiative, and with a team
Some evening and weekend availability

Educational Benefits

Educational Benefits
Opportunity to learn organizational and interpersonal skills in a supportive environment.
Enhance computer skills (Word, Excel and Access).
Learn & explore computer design programs.
Experience helping to manage and implement marketing and publicity strategies and materials for an organization.

How to Apply

Please send your cover letter and resume to senait@uw.edu

Job Number: WOMC05 | Job Class Code: 0875 | 51% Comp. To Classified: n | Federal | Open