

Work Study Job Description

Job Title	Student Assistant
Department Name	UW Tacoma Interdisciplinary Arts and Sciences and
Job Location	UW Tacoma
Pay Rate	\$12 - \$15
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Lisa Mighetto
Phone Number	
Email Address	director@aseh.net
Website	
Box Number	358436

Nature of Organization

The American Society for Environmental History (ASEH), founded in 1977, seeks to promote scholarship and teaching in environmental history, to support the professional needs of its members, and to connect its undertakings with larger communities.

Duties and Responsibilities

Responsibilities include assisting ASEH Director Lisa Mighetto with the following: maintaining online registration for our annual conference; managing conference database; formatting quarterly newsletter (electronic); design of online announcements about ASEH events; video processing for website; and development of materials for website. Hours and work place are flexible; position is based at the UW Tacoma.

Minimum Qualifications

Qualifications include familiarity with Microsoft applications, including Word, Excel, and Access along with skills related to website development. Basic clerical skills and attention to detail required.

Educational Benefits

This is an opportunity for an interested student to interact with scholars in environmental history and to gain experience with a learned society that is affiliated with the UW.

How to Apply

Contact ASEH Director Lisa Mighetto at director@aseh.net

Job Number: TACO34 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal