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

Work Study Job Description

Job Title	Student Assistant
Department Name	School of Social Work
Job Location	Admissions Office - Room 23
Pay Rate	$10.00 - $11.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Karen Johnson
Phone Number	206-543-5676
Email Address	brwneye@uw.edu
Website	www.socialwork@uw.edu
Box Number	354900

Nature of Organization

As members of the University of Washington School of Social Work, we commit ourselves to promoting social and economic justice for poor and oppressed populations and enhancing the quality of life for all. We strive to maximize human welfare through:

• research that engenders understanding of complex social problems, illuminates human capacities for problem-solving, and promotes effective and timely social intervention; and
• public service that enhances the health, well-being, and empowerment of disadvantaged communities and populations at local, national, and international levels.

We embrace our position of leadership in the field of social work and join in partnership with others in societ

Duties and Responsibilities

Assist admissions and recruitment efforts of the School of Social Work in varied and complex duties involving a high degree of responsibility and independent judgement. Supervise projects and other student employees. Responsible for applicant mailings, computer generated reports involving a complex database system. Provide admissions assistance to general public; and assists staff with mailings, filing, and reports.

Minimum Qualifications

Must be able to work independently, exercise a high degree of judgment, initiative and responsibility in working with visitors, students and applicants. Strong communication and supervisory skills, poise, leadership and maturity. Computer skills such as word processing, data entry, and report capabilities are necessary.
Educational Benefits
Increased familiarity with social service agencies and university resources; development of interpersonal, supervisory, communication, networking, leadership and computer skills.
How to Apply
Attach resume to email indicating interest in position to Karen Johnson - brwneye@uw.edu

Job Number: SOCW10 | Job Class: 0875 | Category: Student Services | 51% Comp. To Classified: y | Program: Federal