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

Work Study Job Description

Job Title	Part-Time Environmental Consulting Support
Organization Name	Environment International Ltd.
Job Location	Seattle
Address	5505 34th AVE NE Seattle WA 98105
Pay Rate	$9.04 - $
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Elizabeth Quinley
Phone Number	
Email Address	elizabeth.quinley@eiltd.net
Website	http://www.eiltd.net
EIN	91-1876798

Nature of Organization
Environment International Ltd is a small, high-powered environmental consulting firm. We are a team working to protect and maintain a healthy environment through creative, interdisciplinary problem solving with government, industry, and the public.
Duties and Responsibilities
We are seeking individuals interested in environmental consulting with outstanding organizational, computer, writing and people skills for part-time positions. We are happy to work with students, including UW and SU Work Study, and can be flexible with schedules. Depending on skills, the individual will have administrative duties and may also support a variety of environmental projects or proposals. There is potential for these positions to evolve into full-time, but at this point the positions are part time. The individuals MUST live in a HUB Zone. HUB Zones include, but are not limited to areas of: University District, Capitol Hill, Central District, South Lake Union, Denny Triangle, and Georgetown. CHECK your address at http://map.sba.go
Minimum Qualifications

1. Live in a HUB Zone (http://map.sba.gov/hubzone/maps)
2. Be proficient with Microsoft Office Suite
3. Have strong interpersonal skills and a positive attitude
4. Be able to prioritize and multi-task while remaining flexible and effective
5. Have a willingness to work hard at various tasks to help an exciting small consulting firm grow

Desired Qualifications:

1. An interest or academic focus in biology and/or environmental science
2. An interest or academic focus in marketing, business

Educational Benefits

Flexible work experience in the environmental consulting field. Exposure to a variety of projects, clients, and experts.

How to Apply

Email a cover letter, resume, unofficial transcripts, writing sample, & HUBZone address.

Job Number: 40ENIT01 | Category: | Program: State | Reimbursement Rate: 40%