

Work Study Job Description

Job Title	Student Assistant
Department Name	East Asia Resource Center, Jackson School of International Studies
Job Location	Thomson 302
Pay Rate	\$14 - \$14
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Mary Bernson
Phone Number	
Email Address	bernson@uw.edu
Website	jsis.washington.edu/earc/
Box Number	353650

Nature of Organization

The East Asia Resource Center is a busy grant-funded center serving teachers outside the university who use our services and attend our public programs about East Asia.

Duties and Responsibilities

Provide support for a busy outreach center: communicate via phone and e-mail with K-12 teachers about events and resources, update the mailing database, format and proof publicity materials, and photocopy workshop and mailing materials. Assist with UW financial paperwork including expense reimbursements. Do some logistical preparation for events and occasionally assist at evening and weekend workshops as needed and available. Workload and pace of activities will vary. Will use Microsoft Office programs and UW Catalyst tools

Minimum Qualifications

Prior work in an office environment, accuracy and attention to detail, and organization skills. Communication skills including ability to answer phones, take messages, and proofread and edit written materials.

Interest in East Asia and working with K-12 teachers is a plus.

Educational Benefits

Work experience directly related to field of graduate studies.

How to Apply

Email resume to earc@uw.edu.

Job Number: JSIS12 | Job Class: | Category: Office & Administrative | 51% Comp. To Classified: y | Program:
Federal