

Work Study Job Description

Job Title	Office/Program Assistant
Department Name	Canadian Studies Center
Job Location	Thomson Hall
Pay Rate	\$10.10 - \$
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Nadine Fabbi
Phone Number	206-543-6269
Email Address	nfabbi@uw.edu
Website	http://jsis.washington.edu/canada/
Box Number	353650

Nature of Organization

Duties and Responsibilities

Regular office duties such as photocopying, assisting with mailings, working on the website etc. Also, assistance with programming. K 12 programming and outreach programming. This may entail evening or Saturday work if the student is available and would involve assisting in setting up these events.

Minimum Qualifications

MUST be an independent and motivated worker with excellent communication skills and follow up ability. MUST be able to take initiative on jobs. MUST be very outgoing with the public and very detailed in paperwork. Hours are very flexible but the student must be reliable and able to communicate any time changes in advance.

Educational Benefits

Student will learn a great deal about running programs, setting up workshops, working with lectures, advertising, publicity, and assisting with an academic program. The student will likely have the opportunity to work with many people in the community over time. The student will also learn the basics of inputting on the web.

How to Apply

Job Number: JSIS14 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal