OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Work Study Intern
Organization Name	King County, Water/ Land Resources Di
Job Location	201 S. Jackson St., Suite 600
Address	201 S. Jackson St., Suite 600 Seattle WA
Pay Rate	$13.16 - $13.16
Employment Period	Summer, Academic Year
Hours Per Week	Up to 19 hrs/wk
Contact Supervisor	Pamela Johnson
Phone Number	206-296-1958
Email Address	pamela.johnson@kingcounty.gov
Website	http://www.kingcounty.gov/environmental/wlr.aspx

Nature of Organization

Water and Land Resources Division protects water and land resources by providing services that are legally required, that protect public health and safety, and that provide significant environmental benefits, supported by scientific data and monitoring.

King County Water and Land Resources Division is helping to protect King Countys water and lands so that its citizens can enjoy them safely today, and for generations to come.

Duties and Responsibilities

With guidance from current staff, update community contact lists for recruitments-call and/or email contacts on existing Excel sourcing lists to make sure still relevant and update contact informaiton where apropriate. Find other sourcing contacts through internet searches and interviewing supervisors to gain contacts for the various professions.

With guidance, review positions that have or need pre-employment physica evaluations.Contact supervisors to verity if the physical requirements of the classification for their positions is still accurate.If not,changes will be updated on existing Word templates.

Assist other work units with projects. This assistance will help student gain knowledge & experience on enviromental health projects

Minimum Qualifications

Must have attention to detail Must be able to maintain confidentiality Must be customer servie oriented; Ability to translate customer needs into serve improvements Ability to work effectively with a diverse group of people: to build effective relationships Must have basic knowledge and experience using Microsoft Word and Excel sufficient enough to edit simple Excel spreadsheets and Word templates.
Educational Benefits
The student will gain knowledge about the various environmental programs in the division: River and Floodplain Management, Science and Technical Support, Environmental Laboratory, Stormwater Services, Hazardous Waste Unit. The student will have daily interaction with staff and will become knowledgeable about what the division does to help protect King County's water and lands.
How to Apply
Resume and King County Application

Job Number: 60WLRD01 | Category: Social Services & Research | Program: State | Reimbursement Rate: 60%