

Work Study Job Description

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|---------------------------|---|
| Job Title | Analyst |
| Organization Name | Avanade Inc. |
| Job Location | Belltown |
| Address | 818 Stewart Street Suite 400 Seattle Washington 98101 |
| Pay Rate | \$17 - \$17 |
| Employment Period | Summer, Academic Year |
| Hours Per Week | 40 hrs/wk, 19 hrs/wk |
| Contact Supervisor | Vickie Leighton |
| Phone Number | 206-239-6110 |
| Email Address | v.leighton@avanade.com |
| Website | http://www.avanade.com |

Nature of Organization

Global IT consulting firm specializing in Microsoft implementations

Duties and Responsibilities

Avanade Asset Protection Support:

- Work with Avanade Asset Protection Lead and team
- Assist with meeting management
- Assist with program helpdesk ticket tracking and auditing
- Assist with business process development
- Assist with content management efforts
- Research domain information as required

Minimum Qualifications

- Willingness to learn
- Cooperative and team player
- Good proficiency with Microsoft Word, Excel and PowerPoint
- Detail-oriented, organized and good note taker
- Good copywriting and proofreading skills
- Ability to work consistent 10-19 hours/week during regular business hours
- Working knowledge of Microsoft SharePoint, databases, and reports a plus
- Knowledge of physical safety and security, and IT security a plus

Educational Benefits

- Technical: latest Microsoft Technologies
- Work with a team and across global teams
- Interact across departments
- Business process and project management skills

How to Apply

send resume to Vickie Leighton, who will set up an interview at the Avanade office.

Job Number: 40AVAN01 | Category: Office & Administrative | Program: State | Reimbursement Rate: 40%