

Work Study Job Description

Job Title	Analyst Business Continuity and Crisis Management
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	https://www.avanade.com

Nature of Organization

Global IT consulting firm specializing in Microsoft implementations

Duties and Responsibilities

- Work with Business Continuity and Crisis Management Lead
- Assist with meeting management
- Assist with program helpdesk ticket tracking
- Assist with business process development; continuity, crisis, communications, and incident management plans
- Assist with content management efforts associated with department intranet sites
- 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 Share Point, databases and reports 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

email resume to Vickie Leighton and we will set up an interview at the Avanade office

Job Number: 40AVAN02 | Category: Office & Administrative | Program: State | Reimbursement Rate: 40%