

Work Study Job Description

Job Title	Student Assistant
Department Name	UW Tacoma Enrollment Services/Admissions Operations
Job Location	Tacoma campus, Matt 251
Pay Rate	\$10 - \$12
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Monica Sandstrom
Phone Number	253.692.5816
Email Address	sandsm2@uw.edu
Website	www.tacoma.uw.edu
Box Number	358400

Nature of Organization

Overview: The UWT Office of Admissions, a division of Student and Enrollment Services, seek student employees interested in advancing the mission of the unit to provide current and future students with administrative and academic support services and information needed to take full advantage of the educational opportunities available to them at the UW Tacoma.

Admissions is a vital point of contact for prospective students seeking educational advice and information about UWT.

Duties and Responsibilities

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- Respond to student inquiries: provide information to prospective and current students related to the admissions process, deadlines, registration, campus events, etc.
- Promote/participate in special campus projects and events
- Maintain confidential records; will require FERPA training
- Attend meetings, trainings and in services as designated
- Other office duties as assigned

Minimum Qualifications

- Excellent verbal and written communication skills
- Demonstrated organizational skills
- Proficiency with computer use
- Demonstrated experience working with diverse populations
- Ability to work nights and occasional weekends
- One year office assistance experience (or related experience) preferred

Educational Benefits

- Opportunity to develop or expand professional and administrative skills
- Gain exposure to the field of student recruitment, enrollment and higher education administration
- Expand knowledge and interaction with diverse populations

How to Apply

Email resume and letter of interest to:
Barbara Davis
bdavis6@uw.edu

Job Number: TACO09 | Job Class: 0875 | Category: Student Services | 51% Comp. To Classified: y | Program:
Federal