

Work Study Job Description

Job Title	Office/Research/Computer Assistant
Organization Name	Fernandes & Associates, Inc.
Job Location	Seattle
Address	Seattle WA 98115
Pay Rate	\$12 - \$15
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Beryl Fernandes
Phone Number	
Email Address	b.fernandes@comcast.net
Website	http://www.fernandesandassociates.com

Nature of Organization
Small multi-disciplinary consulting business in Seattle for over 20 years. Owner and founder is a UW Ph.D. and long-time Seattle resident.
Duties and Responsibilities
WordPress site completion is the first priority. General office and project support as needed.
Minimum Qualifications
1) WordPress expertise and experience 2) Bright, quick study, excellent general information research skills.
Educational Benefits
Opportunity to use and learn skills in a variety of business, technical and substantive areas. Opportunity for contributing to real-life projects.
How to Apply
Resume showing your strengths in each of the 2 areas: Technology, Statistics, General Research