

## Work Study Job Description

<b>Job Title</b>	Tech Assistant
<b>Department Name</b>	URBDP/Runstad Center for Real Estate Studies
<b>Job Location</b>	Gould Hall, room 424
<b>Pay Rate</b>	\$9.19 - \$10.50
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Melissa Best
<b>Phone Number</b>	6-5335
<b>Email Address</b>	bestm2@uw.edu
<b>Website</b>	runstad.be.washington.edu
<b>Box Number</b>	355740

### Nature of Organization

The Runstad Center, promotes a rigorous interdisciplinary real estate education that engages the industry, explores its theories and history and conducts research to discover and advance practical solutions to challenges facing the built environment

### Duties and Responsibilities

Provide research support, including direct telephone contact to owners and managers of apartment complexes throughout Washington to collect data on apartment vacancies and rents, then to enter that data into a computer database.

Collect background information using Internet and library resources for projects undertaken by the Runstad Center for Real Estate Studies. May include preparing tables and graphics or the development of bibliographies/reading lists.

Help maintain informal real estate library.

This is an entry-level professional position, not a clerical one. Anticipate 10-15 hours per week. Students studying real estate, economics or finance preferred, but other majors considered. Work study preferred.

### Minimum Qualifications

Experience using Word and Excel. Familiarity with sources of economic and demographic data a plus.

### Educational Benefits

Gain research experience and get to know the local business community.

**How to Apply**

email cover letter and resume to:

Melissa Best  
Program Manager  
bestm2@uw.edu

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Job Number: UDPL06 | Job Class: 0869 | Category: Social Services & Research | 51% Comp. To Classified: n |  
Program: Federal