OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Peer Adviser
Department Name	Student Academic Service College of Engineering
Job Location	301 Loew Hall
Pay Rate	$9.19 - $11.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Jessica Perkins
Phone Number	206-685-8361
Email Address	jessperk@uw.edu
Website	http://www.engr.washington.edu
Box Number	352180

Nature of Organization

The Engineering Advising Center provides advising services for freshman and sophomore pre-engineering students. The Center also is home to the Engineering Co-op Program, the WISE program, and MSEP.

Duties and Responsibilities

In this role, you would be the first point of contact for walk-in students; answer telephone phone and email inquiries for the Engineering Advising Center located in 301 Loew Hall.

Duties include:Triaging inquires and taking appropriate action which might include: 1) Referral of inquiry to appropriate SAS personnel; 2) Scheduling an appointment or referring to drop-in; 3) Referral to other appropriate UW Offices; 4) Responding directly to the inquiry.
Assisting with the day-to-day operations of the Engineering Advising Center, including student check-in processes, overall office organization. Assisting with other duties as needed.

Minimum Qualifications

Should have a desire and willingness to assist others, friendly/outgoing demeanor, willingness to learn new things, attention to detail, PC literate, and
experience using word processing, spreadsheet, database, calendaring, and web-authoring software desirable (or willingness to learn). Ideally, the
candidate will be a pre-engineering or engineering student.

Educational Benefits

You will develop an extensive knowledge of College of Engineering programs and requirements as well as experiential learning opportunities available to engineering students. Learn about Engineering opportunities and Co-Op and Internships.

Experience managing office workload and development of interpersonal communication skills.

How to Apply

Please submit your resume and cover letter to Jessica Perkins
jessperk@uw.edu

Job Number: ENGI12 | Job Class: 0875 | Category: Student Services | 51% Comp. To Classified: n | Program: Federal