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

Work Study Job Description

Job Title	Program Assistant
Department Name	Community, Environment, and Planning
Job Location	Gould Hall
Pay Rate	$15 - $17
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Caitlin Dean
Phone Number	206-543-1508
Email Address	caitdean@uw.edu
Website	
Box Number	98195

Nature of Organization
Community, Environment, and Planning (CEP) is a unique and small upper-division undergraduate program in the College of Built Environments. As CEP's Program Assistant, you will work with the Program Manager to support program operations and students
Duties and Responsibilities
Academic Support: You will work with students - including, but not limited to: • Supporting portfolio work • Academic skill development • Attending and assisting with Friday morning governance You can expect to work with students in informal group settings, one-on-one, and more formal workshop settings. Program Support: You will be involved in brainstorming, design, implementation, management, and evaluation of some new projects including but not limited to: • Website Management (Wordpress Platform) • Alumni Networking Initiatives • Prospective Student Outreach • Community and UW Departmental Partnerships • Fundraising

Minimum Qualifications
Minimum Qualifications: • Work Study eligible • Graduate student • Excellent writing, communication, and interpersonal skills • Demonstration of project management (academic or community-based) • Ability to work collaboratively • Demonstration of patience, initiative, leadership and dependability Preferred: • At least one year tutoring or teaching experience • Tech Savvy • Socially-conscious student with diverse interests • Interested in working in an alternative and democratic student-led pro
Educational Benefits
Educational Benefits: You will gain experience as an educator and facilitator in an exciting and alternative learning environment. In this position you will get to collaborate with both staff and students, and develop communication, leadership, planning, and interpersonal skills. Parts of the position are flexible to build long-term projects around your skill set or skills that you want to develop.
How to Apply
Send cover letter and resume to caitdean@uw.edu with subject line “Name_Work Study Applicant”

Job Number: CEPL01 | Job Class Code: 0875 | 51% Comp. To Classified: n | State | Open