

Work Study Job Description

Job Title	Social Media Coordinator and Program Assistant
Department Name	OMA/D RISE UP Program
Job Location	Schmitz Hall 394
Pay Rate	\$11 - \$13
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Enrique Morales
Phone Number	206-543-5715
Email Address	partida@u.washington.edu
Website	http://depts.washington.edu/omad/
Box Number	355845

Nature of Organization

RISE UP(Rural Initiative in STEM Education and Undergraduate Preparation)is an expansion of OMA/D GEAR UP grant that is aimed towards increasing the percentage of middle and high school students taking rigorous and challeging STEM courses.

Duties and Responsibilities

- Social Media Coordinator
Create and maintain an undergraduate RISE UP blog.
Communicate to students and staff the RISE UP students 1st year experiences.
- Program Assistant
Greet & direct visitors.
Assist with events, mailings and other tasks as assigned.

Minimum Qualifications

- Able to work independently with attention to detail, accuracy and confidentiality.
- Strong writing skills, ability to meet deadlines and prioritize work.
- Understanding of the web and knowledge of writing for the web.
- Familiarity with digital media and social networking tools.

Educational Benefits
-Gain general office and computer skills that are transferable to any business environment. -Enhance knowledge of social media networks, e-communications and website presence.
How to Apply
Please send a resume and a cover letter to partida@u.washington.edu

Job Number: MINA16 | Job Class: 0875 | Category: Arts & Media | 51% Comp. To Classified: n | Program:
Federal