

## Work Study Job Description

<b>Job Title</b>	Student Assistant
<b>Department Name</b>	SSW, Advancement Office
<b>Job Location</b>	School of Social Work
<b>Pay Rate</b>	\$11.00 - \$11.00
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Greg Ross
<b>Phone Number</b>	206-543-7704
<b>Email Address</b>	gregr40@uw.edu
<b>Website</b>	<a href="http://socialwork.uw.edu">http://socialwork.uw.edu</a>
<b>Box Number</b>	354900

### Nature of Organization

The University of Washington School of Social Work is a recognized leader in solving the most demanding social issues of our day through rigorous research, academic innovation and public service.

### Duties and Responsibilities

Assist Advancement staff in the School of Social Work with work linked to fundraising efforts for the School. Assist with all related event planning (Scholarship Breakfast), meetings, lectures, conferences, PR, marketing and other tasks as they come up. Assist with donor acknowledgement efforts. Tasks include: light office work (filing; photocopying; running errands to campus offices & departments; etc.); word processing (on PC, including mail merges); data entry (EXCEL); database manipulation & research; assisting with School and department events as needed (set up, break down, etc.); making thank-you calls to donors; monitoring and maintaining the development office email account; and assisting with other special projects.

### Minimum Qualifications

Basic computer skills necessary  
 Willingness to learn new computer skills an asset  
 Punctuality important  
 Attention to detail, accuracy and confidentiality  
 Able to work independently and take initiative  
 Able to communicate and work in teams an asset  
 A sense of humor welcomed!

**Educational Benefits**

Opportunity to learn about fundraising at a major university  
General office skills transferable to other business and/or organizational settings. Work closely with faculty, staff, alumni and friends of the School-a great networking opportunity!

**How to Apply**

Contact Greg Ross, SSW Advancement Manager,for current openings. 206-543-7704 or [gregr40@uw.edu](mailto:gregr40@uw.edu)

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Job Number: SOCW05 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal