

## Work Study Job Description

<b>Job Title</b>	Project Assistant
<b>Department Name</b>	UW Bothell Student Affairs, Student Activities
<b>Job Location</b>	UW Bothell, UW1-007
<b>Pay Rate</b>	\$10.00 - \$11.50
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	40 hrs/wk, 19 hrs/wk
<b>Contact Supervisor</b>	Anna Wescott
<b>Phone Number</b>	4253523851
<b>Email Address</b>	awescott@uwb.edu
<b>Website</b>	
<b>Box Number</b>	358555

### Nature of Organization

### Duties and Responsibilities

The Student Project Assistant will provide customer service for the Student Life & Activities department. Working under the supervision of Student Life staff, duties will include providing superior customer service to currently enrolled students, data entry, filing, answering phones, making copies, supporting events/programs, awards ceremonies, marketing, hanging posters, supporting student organizations, and general office work. Additionally the student assistant will be trained on HuskySync, Kentico, and Axis TV.

### Minimum Qualifications

The Student Project Assistant must have excellent customer service skills, the ability to work with diverse populations and the public. Familiarity with Microsoft Office programs and the ability to quickly learn new software is necessary. It is essential for the incumbent in this position to take directions and work as a team player. Attention to accuracy and detail is critical. Must have a basic knowledge of copiers, phone etiquette, be comfortable speaking with the public and have a strong abi

### Educational Benefits

The educational benefit to the student includes working within a Student Affairs professional team environment; He/she will gain experience working in higher education. She/he will learn basic office skills, web design skills, program planning, evaluation, marketing, leadership skills and knowledge of university procedure and policy.

### **How to Apply**

Apply and upload a resume at:  
<https://orgsync.com/36579/forms/44662>

---

Job Number: BOTH65 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal