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

Work Study Job Description

Job Title	Program Assistant
Department Name	UW Bothell Community-Based Learning and Research
Job Location	UW Bothell, UW2-134
Pay Rate	$12 - $12
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Toni Hartsfield
Phone Number	425-352-5256
Email Address	thartsfield@uwb.edu
Website	http://www.uwb.edu/cblr
Box Number	358522

Nature of Organization
Duties and Responsibilities
Staff CBLR reception area, responding to CBLR in-person, email/mail, and telephone inquiries; Maintain and respond to inquiries/messages on CBLR social media sites; Prepare documents, spreadsheets, display and marketing materials in various formats; Assist in planning, marketing and implementing CBLR events; Create and maintain web pages using Kentico CMS System; Complete internet research; Correspond with administration, faculty and staff regarding CBLR programs and services; Assist in development and revision of CBLR Resource Guide; Assist in updating and maintaining EXPO database; Attend staff and planning meetings, as needed; Other office duties as assigned
Minimum Qualifications

Excellent communication and interpersonal skills

Strong writing skills

Ability to manage multiple details and meet project deadlines

Ability to work independently and with a team

Solid client/customer service skills, including the ability to communicate with diverse constituencies in a friendly, courteous manner

Experience with internet research and social media/graphic design (e.g. Adobe suite or similar software)

Educational Benefits

Students will gain experience in event planning, social media outreach, web page revision, communicating with a diverse group of constituents, and general office skills. Unique learning will occur regarding community-based learning, social justice, and cultivating positive community relationships.

How to Apply

Please send the following to Toni S. Hartsfield (thartsfield@uwb.edu)
• Resume
• Two examples of graphic design, web, and/or marketing work
• Cover letter that addresses the following questions:
Why are you interested in working with the Office of Community-Based Learning and Research?
What experience and skills do you have that would enable you to succeed in this position?

Job Number: BOTH66 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Closed