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

Work Study Job Description

Job Title	Student Office Assistant
Department Name	Comparative History of Ideas
Job Location	B102 Padelford Hall
Pay Rate	$10.00 - $11.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Amy Peloff
Phone Number	
Email Address	apeloff@uw.edu
Website	
Box Number	354300

Nature of Organization

The Comparative History of Ideas is an interdisciplinary program offering an undergraduate major and minor that draws on a wide variety of disciplines to examine the interplay of ideas and their cultural, historical, and political contexts.

Duties and Responsibilities

Primary Function: You are the face of CHID, and one of the most valuable services you provide to the CHID program is to start people off with a welcoming and helpful first experience in the office. This applies not only to incoming students but also to anyone visiting the office regardless of CHID affiliation. We want visitors to remember us and students to come back and see us, and you are very influential in making this happen.

Other Responsibilities include:

• Update text-based content on CHID Web site
• Scanning and copying
• Odd jobs (mainly postering or or picking up from copy center)
• Keep the office tidy
• Other duties as assigned

Minimum Qualifications

CHID majors and minors preferred. Undergraduate student with some familiarity with CHID.
Educational Benefits
1. Opportunity to help learn professional skills to our students 2. Learn about advising by acting as a peer advisors to students who come into the CHID office looking for information about CHID as a whole, CHID classes, and study abroad, or whatever else may come up. 3. Opportunity to have one-on-one conversations with experts in a variety of fields as well as gain valuable experience in the work that goes into putting on events.
How to Apply
Contact Amy Peloff at apeloff@uw.edu for details.

Job Number: CHID01 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Open