

## Work Study Job Description

<b>Job Title</b>	Bibliography assistant
<b>Department Name</b>	JSIS
<b>Job Location</b>	Thomson Hall
<b>Pay Rate</b>	\$10 - \$11
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	William Lavelly
<b>Phone Number</b>	206 543 6805
<b>Email Address</b>	lavelly@uw.edu
<b>Website</b>	<a href="http://jsis.washington.edu/">http://jsis.washington.edu/</a>
<b>Box Number</b>	353340

<b>Nature of Organization</b>
Jackson School of International Studies and Department of Sociology, University of Washington.
<b>Duties and Responsibilities</b>
Conduct on-line and in-library searches; assist with research tasks, including data coding and entry; manage research web site.
<b>Minimum Qualifications</b>
Basic computing and internet skills; motivated, self-directed, and detail-oriented person. Reading knowledge of Chinese desirable but not necessary.
<b>Educational Benefits</b>
Gain experience in library searches and basic research skills; gain knowledge of Chinese family and society.
<b>How to Apply</b>
Contact William Lavelly at <a href="mailto:lavelly@uw.edu">lavelly@uw.edu</a> .