OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Grants Assistant
Organization Name	College Spark Washington
Job Location	Queen Anne
Address	190 Queen Anne Ave.N., Suite 260 Seattle WA 98109
Pay Rate	$14.00 - $14.00
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk
Contact Supervisor	Meuy Saephanh
Phone Number	
Email Address	meuy@collegespark.org
Website	http://www.collegespark.org

Nature of Organization

College Spark Washington funds programs across Washington state that help low-income students become college-ready and earn their degrees.

We make grants to organizations and institutions throughout Washington that help low-income students improve their academic achievements, prepare for college, and successfully graduate. Grantees include community-based organizations, community and technical colleges, four-year colleges and universities, education non-profits and public agencies.

Duties and Responsibilities

Organizing and maintaining files, including databases and tax-exemption documents; tracking incoming inquiries and proposals; handling general requests for information; and other duties as assigned. Additional responsibilities may include conducting research regarding access to higher education, writing summaries of articles and reports, data entry, supporting College Spark information technologies, conducting data analysis, and supporting College Spark communication plan, including writing newsletter articles, website updates, and press releases.

Ability to work well with others in a small office environment.
Ability to multi-task while maintaining accuracy.
Keen attention to detail.
Effective verbal and written skills.

Minimum Qualifications

Effective organizational skills.
Effective customer service skills, including providing information to callers in a professional and courteous manner.
Experience working with Microsoft Windows/Office applications including Word and Excel.
Effective analytical and problem-solving skills.
Ability to maintain regular, predictable attendance.

Educational Benefits

The student placed in this position will have a unique opportunity to learn about the operations of a nonprofit grant-making foundation as well as the social and political issues affecting access to higher education. The student will also be exposed to the multi-faceted world of philanthropy and its many and varied impacts.

How to Apply

Please email resume and cover letter to meuy@collegespark.org, subject "Resume: Grants Assistant."

Job Number: 75COSW01 | Category: Social Services & Research | Program: Federal | Reimbursement Rate: 75%