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

Work Study Job Description

Job Title	Administrative Assistant
Organization Name	Environment International Ltd.
Address	1305 NE 45th Street, Suite 206 Seattle, Washington 98105
Pay Rate	$9.19 - $14.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Jason Inman
Phone Number	206-525-3362
Email Address	staff@eiltd.net
Website	http://www.eiltd.net
EIN	91-1876798

Nature of Organization
Environment International Ltd. (EI) is a small, high-powered environmental consulting firm. Our main office is located in Seattle, Washington, and opened in 1994. Our smaller offices are located in Portland, Oregon; and Washington, D.C. We are an interdisciplinary team of environmental scientists, policy analysts, engineers and attorneys providing environmental consulting services in a variety of areas, including natural resource damage assessment, risk assessment, hazardous waste management, pollution prevention, environmental management systems, compliance audits, environmental policy analysis, institutional capacity development, and environmental facilitation and mediation. Our clients include governments, industry, and citizen groups in the United States and abroad. Visit our website at www.eiltd.net.
Duties and Responsibilities

We are seeking a student with outstanding organizational, computer, writing and people skills for a part-time administrative position, ideally through University of Washington Work-Study program. The position allows for growth within the firm if an applicant has the appropriate background. Job responsibilities include:

• Maintaining project and document databases using Microsoft Access.
• Editing and preparing of marketing materials and documents.
• Providing occasional project support for firm professionals, including scientists, environmental lawyers, and engineers.
• Managing/overseeing schedules, travel arrangements and expenses for principals.
• Providing light accounting and timesheet management.

Minimum Qualifications

The successful applicant must:
• Live in a HUB Zone (see http://map.sba.gov/hubzone/maps/)
• Be pursuing a bachelor's degree or graduate degree (minimum 3.0 GPA);
• Be proficient with Microsoft Office Suite
• Have strong interpersonal skills and a positive attitude
• Be able to prioritize and multi-task while remaining flexible and effective
• Have a willingness to work hard at various tasks to help an exciting small consulting firm grow
Bonus Qualifications:
• Academic experience in math and science
• Proficiency in GIS (ability to create figures in ArcMap, manipulate data for import into GIS, etc.)
• Prior experience with graphics programs such as Adobe Acrobat, Photoshop, and Illustrator.

Educational Benefits

Opportunity to gain experience in the environmental consulting field while maintaining a part-time work schedule that accommodates a rigorous academic load.

How to Apply

Preferred method: please email a letter of interest, resume, unofficial transcript(s), and two writing samples to staff@eiltd.net, stating the position title in the subject field. There is no minimum or maximum length for the writing samples, but we prefer that at least one sample be related to science or policy. Attachments can be in Word, PDF, etc.

Alternatively, materials may be mailed to: Environment International Ltd., 5505 34th Avenue NE, Seattle, WA 98105. No phone calls please; we will contact applicants with a good match of qualifications.

Job Number: 40EILT01 | State 40% | Open