

Work Study Job Description

Job Title	Analyst
Organization Name	Avanade Inc.
Job Location	Belltown
Address	818 Stewart Street Suite 400 Seattle WA 98446
Pay Rate	\$17 - \$17
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Vickie Leighton
Phone Number	206-239-6110
Email Address	v.leighton@avanade.com
Website	http://www.avanade.com/en-us/Pages/default.aspx

Nature of Organization

Global IT consulting firm specializing in Microsoft implementations

Duties and Responsibilities

Avanade Asset Protection Program - Work with Avanade Asset Protection Lead and Team - Assist with meeting tasks - Assist with database management and e-mails - Create data metric reports - Communicate with a global workforce

Minimum Qualifications

- Willingness to learn - Good Global Skills - Cooperative and team player - Proficient with Microsoft Word, Excel and PowerPoint - Detail-oriented, organized and good note taker - Strong proofreading skills - Ability to work consistent 10-19 hours/week during regular business hours - Working knowledge of Microsoft SharePoint, databases, and reports a plus - Knowledge of physical safety and security, and IT security a plus

Educational Benefits

- Technical: Work with the newest Microsoft Technologies - Work and interact with a Global Workforce - Collaborate across intercompany departments - Develop business process and project management skills - Network opportunities across departments and regions - Expand and build upon global skills

How to Apply

Email Vickie Leighton with resume and cover letter to v.leighton@avanade.com.

Job Number: 40AVAN01 | Category: Office & Administrative | Program: State | Reimbursement Rate: 60%