



Student Assistant, Work-Study Position Available

The Office of Merit Scholarships, Fellowships & Awards is seeking a part-time student assistant to support our work, along with the work of the Global Opportunities Adviser. Our office provides information and resources to increase student awareness of the scholarship search and application process via workshops, events, online resources, and individual advising; mentors students through an intense process by offering resources, advising, and individual feedback which result in competitive applications for local and national scholarships; collaborates with faculty and staff to identify and support potential student scholars.

The Global Opportunities Program offers study abroad funding resources to UW undergraduate students.

Our offices are housed within the Center for Experiential Learning & Diversity, a unit of Undergraduate Academic Affairs.

Details:

Part-time work-study position starting November 2015: 12-15 hours per week for remainder of the 2015-16 academic year, with potential for a successful candidate to continue during 2016-17 and beyond. Flexible hours, generally between 8am-5pm, M-F. Salary: \$11.00 to \$12.00, depending upon experience and qualifications.

Position Purpose:

This position will advance the goals of the Office of Merit Scholarships, Fellowships & Awards (OMSFA) and Global Opportunities (GO), by providing outreach support and office assistance for our two programs, as well as some support for the Center for Experiential Learning & Diversity, communicating with students and appropriate campus programs and offices.

Duties and Responsibilities:

Duties include social media communications, general promotion and outreach for the office, support for workshops and presentations, data entry, reception, and other light clerical support. Specifically involves working in the following areas:

- Support OMSFA & GO social media efforts, drafting messages, images, flyers and other promotional materials advertising scholarship opportunities and related workshops to students;
- Distribute program materials to campus contacts, individual students and student groups via campus mail, email, websites, and the posting of materials in various campus sites;
- Act as student lead in support of the OMSFA & GO by answering general office emails and reception inquiries about scholarships;

- Help organize workshops and information sessions, including some opportunities to share in workshop presentation duties;
- Provide technical and administrative support for OMSFA & GO events and occasionally for other programs within the Center for Experiential Learning & Diversity;
- Maintain and update the OMSFA website and the scholarship database; perform data-entry with accuracy and attention to detail; and
- Provide reception coverage for the Center for Experiential Learning & Diversity, directing students and visitors to proper programs, answering the general business phone, and providing general office support.

Skills Required:

Must be currently enrolled UW undergraduate student with excellent writing and communication skills, good problem-solving skills, and competence with social media platforms, web publishing tools, and MS Office Programs. Work-study eligibility is required.

Minimum Qualifications:

Must enjoy working and interacting with diverse student populations; some minimal reception/customer service experience; ability to work well both as member of small team and independently; creative problem solving skills and attention to detail; ability to work well under deadlines.

Educational Benefits:

- Be a part of a program that is dedicated to helping students connect with opportunities and resources to transform the quality of their lives.
- Excellent professional development opportunities and the ability to work with staff interested in students' personal growth and development.
- Opportunity for growth and the ability to incorporate interests into work.
- Learn about scholarships.
- Work with friendly staff in a supportive, fun, team-oriented environment.

To Apply:

Please email a cover letter and resume to Robin Chang, Associate Director, Office of Merit Scholarships, Fellowships & Awards at robinc@uw.edu. Priority will be given to applications submitted by Nov. 4, 2015. Please contact Robin via email or at 206-543-2603 with any questions.