



UNIVERSITY *of* WASHINGTON

OFFICE OF MINORITY AFFAIRS & DIVERSITY

Samuel E. Kelly Ethnic Cultural Center

LEADERSHIP WITHOUT BORDERS STUDENT PROGRAM ASSISTANT

Office Coordinator

Job Description

\$15.45/HOUR – ONE YEAR COMMITMENT REQUIRED – 19.5 HOURS PER WEEK

(September 2018 - June 2019)

The Kelly Ethnic Cultural Center

In support of the University of Washington goals, the Kelly Ethnic Cultural Center (Kelly ECC) promotes an inclusive and educational environment by providing programs and services which enhance the communication and exchange of multicultural perspectives and values. The Kelly ECC provides programs and a learning environment where students and student organizations collaborate, develop, and implement programs while building leadership and organizational skills.

Leadership Without Borders (LWB)

Leadership Without Borders is a program of the Kelly ECC that was created with undocumented students in mind and with the mission to serve as a launch pad for students' leadership, a space for community building, and a connection point for awareness as well as to resources and services for undocumented students. The program offers leadership development resources, meeting space, artwork, a textbook lending library, and an atmosphere designed to provide both aspirational and inspirational aspects for multi-ethnic, multi-identity, and multi-national communities.

Position Description

The LWB Student Program Assistant provides undocumented students with academic and emotional support, referrals to scholarship assistance, information on programs and services designed to improve retention and graduation rates, and a welcoming environment where students can connect with one another. Creates and implements programs and services for the students, including developing resources and information for the students and other campus units that provide services. Serves as a subject matter expert and a liaison to various offices and programs across campus and to external and community partners. In addition to general programming, student will help create a monthly newsletter for undocumented students and connected allies to continue to raise awareness about undocumented student issues and offer ongoing support.

Duties and Responsibilities

The Kelly Ethnic Cultural Center LWB Student Program Assistant provides crucial support to the Leadership Without Borders undocumented student program by assisting with the coordination of daily operations and resources of the center during specified working hours. They will also assist the professional staff with special projects for this office.

Duties Include:

- Assist professional staff with ProCard reconciliations and documentations, Fiscal reports, budgeting, Fiscal Fridays, and lending library donations.
- Assist with updating program policy and procedures.
- Perform clerical and computer works as assigned, but not limited to: photocopying, mailing, data entry, presentation preparations, etc.
- Prepare welcome packets for new students.
- Assist with social media needs to publicize events for undocumented students.
- Monitor Undocu email account and respond to emails in a timely manner.
- Monitor and update Lending Library as requested by program coordinator.
- Research pertinent information to keep the program abreast of best-practices, laws, and systemic changes affecting the student population served.
- Assist student in obtaining critical basic need resources such as, but not limited to: Food pantry, mental health, and medical resources.
- Maintain confidentiality and report student needs to professional staff.
- Maintain professional working relationships with advisors, faculty, staff, and students.

Knowledge, Skills & Abilities

Demonstrated knowledge of the services and resources available to undocumented students, and the ability to develop partnerships and collaborative working relationships with internal and external constituencies.

Demonstrated multicultural competencies in working with diverse student populations, particularly in relation to the undocumented and immigrant experience. Demonstrated ability to identify and address the needs, experiences, and concerns of undocumented students in higher education. Ability to analyze and explain complex and detailed documents, including federal and state laws and regulations. Has the ability to collaborate and communicate effectively with individuals with a wide variety of backgrounds and life experiences. Strong organizational, planning, and time management skills. Ability to plan, implement, and assess programming and events.

Education and Experience

Applicant must have experience and/or community involvement with undocumented and/or immigrant groups. Junior or senior standing preferred.

Minimum Qualifications Required

- Flexibility in work schedule (but not conflicting with scholastic schedules)
- Reliability: arriving to work on time and ability to work without direct supervision Ability to work independently
- Strong customer service orientation and professional demeanor
- Strong organizational skills, detail oriented and efficiency driven
- Ability to prioritize work load and plan an effective daily routine
- Ability to communicate effectively, written and oral
- Ability to understand and communicate policies and procedures to students and visitors Ability to adhere to deadlines
- Ability to lift 10 - 20 lbs. of weight, ability to carry 5-10 lbs. of weight

- Available to work evenings and weekends a must
- Knowledge of Microsoft Office applications (word, excel, PowerPoint, etc.)
- Some knowledge of PC and Macintosh computers and printers
- Ability to learn facility maintenance procedures, troubleshooting skills, technical and theatre procedures and software programs
- Desire to work and learn in a multicultural environment

Work Environment and Physical Demands:

The work environment and physical demands described here are representative of those required by an employee to perform the responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reports to: Leadership Without Border Services Coordinator

To Apply:

Each applicant must submit an application, a letter of interest, and resume. Applicants will be screened and interviews will be conducted by the Kelly ECC and Leadership Without Borders staff. The letter of interest should include why the applicant is interested in the position; provide examples that support and address the applicant's experiences and/or goals that have led them to this opportunity and provide specific examples from their current and/or previous activities (employment, life experiences, coursework, volunteer, teaching experience, etc.).

Send all application material to Min Su Park, [msp11@uw.edu](mailto:mSP11@uw.edu), or drop them off at the Samuel E. Kelly Ethnic Cultural Center: 3931 Brooklyn Ave NE, Seattle, WA 98105

The University of Washington reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran in accordance with University of Washington policy and applicable federal and state statutes and regulations. The University of Washington is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities.

The Samuel E. Kelly Ethnic Cultural Center values having an inclusive work place that encourages and highlights diversity of thoughts, experiences and staff. We seek applicants with varied backgrounds, experiences, abilities and skills to join our team. We encourage all aspects of diverse applicants to apply. The University of Washington is an equal opportunity, affirmative action employer.

For information or to request disability accommodation contact:

Disabled Students Services (Seattle campus) at Phone: 206-543-6450, Fax: 206-685-7264 or e-mail at dso@uw.edu. You can also visit the site at <http://hr.uw.edu/dso/>.