UNIVERSITY *of* WASHINGTON
OFFICE OF MINORITY AFFAIRS & DIVERSITY
Samuel E. Kelly Ethnic Cultural Center

STUDENT PROGRAM ASSISTANT
JOB DESCRIPTION

$10.10/HR, ONE YEAR COMMITMENT REQUIRED (September 2015 – June 2016)

The Samuel E. Kelly Ethnic Cultural Center

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

Duties and Responsibilities

The Kelly Ethnic Cultural Center **Student Program Assistant** position is responsible for providing general support to various cultural and educational programs. Other responsibilities would include maintaining appropriate files/documentation; advertising and promoting ECC/T events and activities; letter writing/mailings; work and collaborate with student organizations. Lastly this position is also responsible for providing front desk support, facility set up and break down and assist with A/V equipment for programs, events and activities. The ECC Student Program Assistant is scheduled between the hours of 3pm -9pm, M-F for up to 19.5 hrs per week.

Program Assistant Responsibilities:

- Assist professional staff in the planning and coordination of various programs throughout the academic school year.
- Work with Kelly ECC information coordinator in preparation and follow up of press releases, advertising flyers and poster production, and other public relations materials
- Create and maintain professional working relationships with collegial advisors, faculty, staff, and Registered Student Organizations.
- Meet with Kelly ECC event coordinators for updates and reports
- Other duties as assigned by Supervisor
- Setting up and breaking down rooms for meetings, programs, events
- Performing clerical and computer work as assigned (may include photocopying, mailing, data entry, and book check out)

- Answering a multi-line telephone and taking messages
- Recording facility statistics
- Facility maintenance including recycling, updating bulletin boards, maintaining Job Posting clipboard, and maintaining general use areas such as the meeting rooms, kitchens, computer lab and student lounge
- Collect fees; maintain collection records (cash and husky card account)
- Clean kitchens

Minimum Qualifications Required

● Available to work evenings and weekends is a must

● Ability to attend mandatory ECC staff training, and some events and programs that may be outside of regular work schedule

● Desire to work and learn in a multicultural environment

● Reliability: arrive to work on time, adhere to scheduled hours and work without direct supervision

● Ability to work independently and as part of a team

● Strong customer service orientation and professional demeanor

● Extremely detail-oriented, organized and efficiency-driven

● Ability to prioritize workload and plan an effective daily routine

● Ability to communicate effectively verbally and in writing

● Ability to understand and communicate policies and procedures to students and visitors

● Ability to multi-task and perform multiple actions simultaneously with interruptions

● Ability to adhere to deadlines

● Ability to lift 10-20 lbs of weight, ability to carry 5-10 lbs of weight

● Some knowledge of Microsoft Office applications (Word, Excel, PowerPoint)

● Some knowledge of PC and Macintosh computers and printers

● Ability to learn facility maintenance procedures, troubleshooting skills, technical and theatre procedures and various software programs

● Understanding of basic event technology (data projector, laptop, PowerPoint), or ability to learn quickly

● Use of UW Google Apps and Google Calendar will be required; prior use or knowledge preferred but not required.

● Some knowledge of ECC operations, philosophy and purpose preferred

Reports to: Program Manager, Fiscal and HR

Educational Benefits

The Student Program Assistant will have the opportunity to become familiar with a broad range of computer software and applications. Students will develop and enhance their project planning and management skills. They will also be able to develop various organizational, managerial, and communication skills through interactions with students, staff, faculty, student groups, and the general public in a multicultural environment.