

STUDENT PROGRAM ASSISTANT

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.

Duties and Responsibilities

The Kelly ECC **Student Program Assistant** is responsible for providing administrative support to the Executive and Associate Directors and the Fiscal & HR Operations Manager, as well as assisting with the various cultural and educational programs. Other responsibilities would include maintaining emails, appropriate files/documentation; 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 Kelly ECC Student Program Assistant is scheduled between the hours of 9 am -9 pm, M-F for 19.5 hours per week.

Duties Include:

- Assist professional staff in the planning and coordination of various programs throughout the academic school year.
- Assist Fiscal & HR Manager with ProCard reconciliations and documentation, Fiscal Reports, Registered Student Organization Huskylink Accounts, and Fiscal Friday.
- Assist with updating HR materials, manuals, and updating policies and procedures.
- Maintain confidentiality
- Create and maintain professional working relationships with collegial advisors, faculty, staff, and Registered Student Organizations.
- Setting up and breaking down rooms for meetings, programs, events.
- Performing clerical and computer work as assigned (may include photocopying, mailing, data entry, presentation preparation, and research).
- Answering a multi-line telephone and taking messages.
- Facility maintenance including recycling, updating bulletin boards, and maintaining general use areas such as the meeting rooms, kitchens, computer lab and student lounge.
- Other duties as assigned by Supervisor.

Minimum Qualifications Required

- Available to work evenings and weekends is a must
- Ability to attend mandatory Kelly ECC New Employee Orientation and 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 Kelly ECC operations, philosophy and purpose preferred

Reports to: Kelly ECC Fiscal & HR Operations Manager

Educational Benefits

The Student Program Assistant will have the opportunity to develop critical-thinking and problem solving skills, enhance customer service abilities and become familiar with a broad range of software programs and audiovisual equipment. This person will also be able to develop organizational, managerial, logistical and communication skills by interacting with students, staff, and faculty, and the general public in a multicultural environment.

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 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/>.