

## **STUDENT RESOURCE 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.

### **Duties and Responsibilities**

The ECC **Student Resource Coordinator (SRC)** provides crucial support for the professional staff by coordinating the daily operations of the Kelly ECC facility during specified working hours. Duties include customer service support, assistance in the reservations process, basic operation of theatre facilities and the setup and teardown of conference room furniture and equipment for programs, events and activities. SRCs work **19.5 hours per week** with the majority of the work hours scheduled in the **evenings and weekends**. The SRCs will also assist the professional staff with special projects for this office.

### **Duties Include:**

- Updating Daily Calendar of Events
- Greeting daily visitors and assisting them with navigation of the Kelly ECC's resources and services
- Answering a multi-line telephone and taking messages
- Collect fees and rental payments, gather hourly facility usage statistics, enter data into databases and/or online spreadsheets
- Oversee Kelly ECC facility and coordinate activities during evening and weekend hours
- Oversee and enforce Equipment Check-out policies and procedures and report all equipment use on nightly report
- Communication and enforcement of Kelly ECC policies, procedures, and processes
- Setting up and breaking down rental spaces according to daily schedule(s)
- Performing clerical and computer work as assigned (including photocopying, mailing, data entry, equipment tracking)
- Assist in maintaining, organizing and updating office files and records
- Facility maintenance including cleaning, recycling, updating bulletin boards, clipboards and fliers

and maintaining general use areas including the conference rooms, kitchens, computer lab and student lounge for clean and safe use

- Attend quarterly student staff meetings and as arranged by the supervisor
- Attend mandatory training sessions (including New Employee Orientation, operation trainings, health & safety trainings, etc.)
- Attend mandatory and “all hands on deck” Kelly ECC events and programs throughout the year
- Other duties as assigned by supervisor related to the operation of the office, including special projects

### **Minimum Qualifications Required**

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

**Reports to:** ECC Fiscal & HR Operations Manager

### **Educational Benefits**

The Student Resource Coordinator 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](mailto:dso@uw.edu). You can also visit the site at <http://hr.uw.edu/dso/>.*