

## **STUDENT LEADERSHIP PROGRAMS ASSISTANT**

**This position is contingent upon SAF Award**

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 Leadership Programs Assistant** position is under the supervision of the Program Manager for Student Leadership Programs. The Student Leadership Programs Assistant will assist with the programmatic, logistical, organizational, and operations of the student leadership team programs and events. Lastly this position will also assist with providing front desk support, facility set up and break down and assist with A/V equipment for programs, events and activities. The Student Leadership Programs Assistant is scheduled between the hours of 9 am -9 pm, M-F for up to 19.5 hours per week.

### **Leadership Programs Assistant Responsibilities:**

- **Student Leadership Programs:**
  - Represents the Kelly ECC in the most positive manner with prospective, former and current students, clients, and the diverse communities we serve.
  - Helps to develop and maintain good records of inventory for leadership lab arts & crafts supplies
  - Coordinate and conduct ECC tours with interested groups and/individuals.
  - Assist Student Leadership Programs team with weekly procurement card reconciling and monthly procurement reports as needed
  - As needed, assist the front desk staff with clerical tasks to support activities of the Kelly ECC which includes but is not limited to: copying, filing, processing incoming and outgoing mail and faxes
  - Utilizes operating practices of the Kelly ECC Student Leadership Programs team to interact, communicate, and work effectively with a diverse group of faculty, staff, students.
  - Handle confidential information with tact, discretion, and in compliance with all FERPA and other confidential regulations.

- Assist Leadership Programs with set up, decorations, signing in, monitoring and breaking down of leadership events as needed.
- Other duties as assigned by Supervisor and Student Leadership Programs team members as needed.

### **Minimum Qualifications Required**

- Current enrolled (including fall 2017) UW-Seattle student with an interest in food security, social justice, leadership development, and community service.
- Candidate should have experience supervising volunteers or working within a non-profit organization. Knowledge of and experience with low-income, first generation college student, underrepresented, and underserved communities preferred.
- Skills in verbal and written communication and the ability to plan and organize multiple work tasks as well as good interpersonal communication skills are essential.
- Self-starter comfortable working independently.
- Have basic knowledge of Microsoft office suite, Google suite, and database software.
- Availability on some evenings and weekends, as necessary – allowing for flexibility of timing for coordination of donations, pantry operations, and promotions.
- Ability to attend mandatory Kelly ECC staff training, and some events and programs that may be outside of regular work schedule

### **Desired Skills and Attributes:**

- Ability to maintain student confidence and confidentiality
- 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
- Detail-oriented, organized, and efficiency-driven
- Ability to prioritize workload and plan an effective daily routine
- Ability to understand and communicate policies and procedures to students and visitors
- Ability to multi-task and perform multiple tasks simultaneously with interruptions
- Ability to adhere to deadlines
- Ability to lift 10-20 lbs of weight, ability to carry 5-10 lbs of weight
- Ability to learn facility maintenance procedures, troubleshooting skills, technical and theatre procedures and various software programs
- Some knowledge of Kelly ECC operations, philosophy, and purpose preferred
- Event planning and coordination
- Must possess a high level of interpersonal skills and professionalism
- Sensitivity to working in a multi and intercultural setting is imperative
- Able to use multi-line phone system, PC compatible computer and Microsoft Office; Word, Excel, Power Point (preferred)
- Able to perform duties in a high foot traffic area

**Reports to:** Program Manager, Student Leadership Programs

## **Educational Benefits**

The Student Leadership Programs 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 multi/intercultural 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 your qualifications for the role as well as how your involvement with the UW Food Security Initiative and the Kelly ECC Student Leadership Programs would help to strengthen student engagement with underserved and underprivileged communities.

Email your submission to the Kelly ECC HR Manager: [msp11@uw.edu](mailto:msp11@uw.edu)

**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/>.