NOW HIRING: Office Assistant

The GenOM/ALVA program is seeking (1) Office Assistant starting March 7, 2016 and ending September 1, 2016. The purpose of this position is to provide support and assistance with communication, planning, events and coordination through Summer Quarter, and evaluation in late Summer and early Fall.

The UW GenOM Project sponsors a series of Alliances for Learning and Vision for Underrepresented Americans (ALVA) programs for incoming freshmen and high school students; GenOM ALVA and ALVA Clean Energy Engineering (incoming freshmen) and ALVA Big Data for high school rising seniors. All three programs are 9-week residential Summer internship programs that provide students with academic support, hands-on research experience, and professional development opportunities. The three programs are blended into one residential program, with students participating in different activities (particularly research), depending on the program.

The ALVA Office Assistant will assist with the application and interview process during Winter and Spring Quarters. The Assistant will also provide support and assistance with communication, planning, events and coordination through Summer Quarter, and evaluation in late summer and early Fall. The position will be part-time, with hours that will vary depending on the needs of the program.

Duties & Responsibilities:
- Assist in the ALVA application and review process from outreach and recruitment to final selection and placement of students.
- Assist the GenOM Director and Graduate Staff Assistant in ALVA summer program operations.
- Assist in coordinating seminars and catering for ALVA events.
- Provide additional support to ALVA students.
- Be available to chaperone and/or drive for ALVA activities.
- Other duties as assigned.

Qualifications:
- Currently registered UW student in good standing and eligibility.
- Experience working with undergraduates.
- Established and demonstrated commitment to diversity and serving diverse students.
- Well organized, and able to receive feedback and instruction from staff and counselors with a variety of working styles.
- Excellent verbal and written communication skills.
- Demonstrated working knowledge of social media tools and experience with Word, Excel, Access, PowerPoint.
- Excellent customer service skills and demonstrated interpersonal communication skills.
- Able to maintain confidential student and program information.
- Ideally, a background in STEM.
- Able to work a varying schedule with some evening and weekend hours, particularly during the summer months.
- Able to work both collaboratively and independently.
- Appointment to this position is contingent upon obtaining satisfactory results from a criminal background check, having a valid driver’s license, and a clean driving record.

Compensation:
- Stipend of $3000

Application Process:
- Please send your Resume/CV with names of references and cover letter to Greg Diggs (diggsyng@uw.edu) by 5 pm Friday, February 19th.
- Please include the following in your cover letter: why you are interested, how your skills will fit the position, and what other activities you may have in the summer that you will have to coordinate with this position.

Application Timeline:
- Application review begins immediately. Applications will be reviewed as they are received.
- Qualified applicants will be interviewed Feb 23, 2016 - March 3, 2016
- Decision: March 4, 2016