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| JOB TITLE | Career Development Office Assistant |
| DEPARTMENT NAME | Evans School of Public Policy & Governance, Career Development |
| JOB LOCATION | Parrington Hall Room 109 |
| HOURS PER WEEK: | 10 – 15 hours/week |
| CONTACT/SUPERVISOR | Thomas Wilson / Michelle Birdsall |
| PHONE NUMBER | 206-616-1609 / 206-221-6032 |
| EMAIL ADDRESS | thwilson@uw.edu / birdsall@uw.edu  |
| BOX NUMBER | 353055 |
| EMPLOYMENT PERIOD | **Summer Only** [ ] **Sum & Acad Year** [ ] **Acad Year Only**  [ x ] |
| HOURS PER WEEK | **Sum:** 40 hrs/wk [ ] up to 19 hrs/wk [ ] **Acad Yr:** up to 19 hrs/wk [ x ] |
| **WEBSITE:**  | http://evans.uw.edu |
| **RATE OF PAY** | $15/hour |

# Nature of Organization:

The Daniel J. Evans School of Public Policy & Governance is a preeminent school of public policy and management, serving over 500 students in three graduate degree programs: Master of Public Administration, Executive Master of Public Administration, and Ph.D. in Public Policy & Management. The school has earned a distinguished reputation for producing insightful policy analyses and fostering constructive community debate about major policy issues. The Evans School prepares leaders for professions in the public and private sectors and nonprofit organizations.

The Career Development Team for the Evans School is seeking a part-time work-study student to assist in managing job and internship postings and employer email management. This job is on-going for the 2018-2019 academic school year, and applicants are expected to commit to the entire duration of the school year. Work schedule will be flexible around student classes, however working hours are expected between 8am and 5pm, Monday through Friday. Position is open to both graduate and undergraduate students with work-study eligibility.

# Duties and Responsibilities:

* Data entry into EvansJobs career management system (Symplicity CSM software)
* Respond to emails from employers and campus/community partners in timely and professional manner
* Search relevant job boards and listservs for MPA-relevant positions and post in EvansJobs
* Post messages to social media sites advertising relevant jobs and upcoming Career Development events
* Assist Career Development staff with special projects and programs

**Minimum Qualifications:**

* Excellent computer skills e.g. Excel, Word, Facebook, Twitter
* Excellent typing and grammar skills, as well as exceptional written communication ability
* Strong investigational skills and keen attention to detail
* Organized, conscientious, punctual, willing to pitch in where needed

**Preferred Qualifications:**

* Experience with Symplicity CSM software (ex. EvansJobs or HuskyJobs)
* Familiarity with graduate students and programs, or a desire to pursue a graduate degree in the future
* Knowledge of or interest in the [MPA skill set](https://evans.uw.edu/academic-programs/mpa/degree-requirements), and/or a career in public service

**Educational Benefits:**

* Opportunity to develop professional skills and work in a diverse environment
* Gain skills valuable for careers in human resources, recruiting, career development, student services, leadership development and training
* Strengthen written communication skills and database management
* Learn about careers in public policy and governance, as well as gain deep understanding of hiring processes for a variety of government and nonprofit agencies
* Stay up-to-date with relevant job boards and postings across wide spectrum of public service careers
* Work closely with student services and career development professionals who can assist in your own career development and exploration process

# How to Apply

* Submit a resume, cover letter, and work study award verification form to Shannon Merchant, Director of Career Development: smerch15@uw.edu.
* Application deadline of September 17, 2018, though applications may be reviewed earlier.
* In the cover letter, explain your interest in the position and/or Evans School, and how this position may help you with your future career interests.

# Position reports to Assistant Director of Career Development: Thomas Wilson, thwilson@uw.edu, 206.616.1609

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## OFFICE USE ONLY

 **JOB NUMBER:**

Job Class Code: 0875 0872 Grad: 0881 0882 0883

51% Comp. to Classified: Yes [ ] No [ ]

State [ ] Federal [ ]

 **JOB CATEGORY:** Open [ ] Closed [ ]