

Othello-UW Commons is hiring!

TWO STUDENT ASSISTANTS

Job Location: Othello UW Commons, 4200 S Othello Street, Suite 117, Seattle, WA 98118

The Othello-UW Commons is a new initiative of the University of Washington and is a whole-University effort involving the leadership of the Executive Office as well as that of nearly half of the UW's schools and colleges.

The Othello-UW Commons is an approximately 2,200 square foot teaching, learning, and event/gathering space under lease by the UW in a new multi-use complex located in Southeast Seattle adjacent to the Othello light rail station. Collaborators in the Othello-UW Commons will seek to build upon and extend enduring community partnerships and catalyze new, mutually reinforcing partnerships in Southeast Seattle for years to come. Undergraduate Academic Affairs, a unit which shapes, advances and stewards a world-class undergraduate academic experience for students at the UW, will serve as the administrative home for this work and position.

At the University of Washington, diversity is integral to excellence. We value and honor diverse experiences and perspectives, strive to create welcoming and respectful learning environments, and promote access, opportunity, and justice for all.

JOB DESCRIPTION

Othello-UW Commons seeks two hourly student assistants (undergraduate or graduate). Students must maintain, clean, and organize meeting and classroom spaces in a new learning, teaching, and meeting venue. Students will also collaborate with full time staff to provide excellent customer service, act as informed representatives of the space, and be the point of contact for all users. The students must be willing to work evenings (between approximately 5-10pm, Monday through Thursday) and occasionally on the weekend. Each student may be asked to staff the space alone. While a fall start date is acceptable, ideal candidates will be able to start in mid-to-late June 2019.

RESPONSIBILITIES

The primary responsibilities of this position will be to support the day to day operations of the Othello UW Commons including but not limited to:

- Oversee the day-to-day operation of the facility, taking lead from the Manager of the Othello-UW Commons as well the Administrative Assistant
- Open and close the classrooms and offices
- Communicate with the property management to ensure the security of the facility

- Maintain daily log
- Setup/reset the rooms before and after classes and programs
- Ensure that guests adhere to policies and procedures for using wifi and audiovisual equipment
- Notify Manager and/or Administrative Assistant of any maintenance needs
- Work directly with Manager and Administrative Assistant to resolve general building, custodial, and common area issues
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Meet minimum enrollment requirements for UW undergraduate or graduate students
- Excellent customer service skills manifested in an ability to interact politely and respectfully with space users and visitors, including community members, UW staff, students, and faculty
- Reliability, timeliness, and ability to work independently
- Ability to balance shifting priorities, problem solve, and communicate well with supervisor
- Strong oral and written communication skills
- Ability to retain and convey information about our principles and goals, and about past, current, and upcoming events
- Comfort with, and aptitude in, working AV equipment
- Excellent attention to detail and ability to check work for accuracy
- Familiarity with SE Seattle communities is desired
- Proficiency with Microsoft Office products
- Comfortable working with a diverse population in groups and individually
- Ability to commit to approximately 12-14 hours per week during the academic year, with a possibility of similar hours extending through summer
- Willingness to work evening hours (between 5-10pm) and occasional weekend hours
- Ability to lift/move 20 pounds regularly and up to 40 pounds occasionally for classroom/event setup and tear down

LEARNING COMPETENCIES:

Undergraduate Academic Affairs hopes to provide student employees with a meaningful work experience. Some intended learning competencies that will be developed in this position include:

- Customer service and interpersonal skills
- Experience working in a professional environment interacting with a variety of clientele
- Resourcefulness and the ability to synthesize information
- Time management and the ability to plan, organize, and prioritize work
- Building and fostering collaborative relationships in a diverse workplace
- Familiarity with AV equipment and ability to problem solve technical issues independently

SUPERVISION:

This position will report to the Manager of the Othello UW Commons.

JOB HOURS AND PAY RATE:

- Approximately 12-14 hours/week M-Th, \$16/hour
- Occasionally work 5-8 hours Friday through Sunday

Work hours will be scheduled anytime between the hours of 5pm and 10pm, Monday through Thursday. Candidates must be able to commit to the scheduled hours and willing and able to take on occasional weekend hours (Friday-Sunday). Ideal candidates will be able to work through current academic year, with the possibility of continuing through summer. **Work study students are encouraged to apply.**

To learn more about the Othello-UW Commons, visit our [website](#).

HOW TO APPLY:

Please email your cover letter and resume to othellocommons@uw.edu by **May 1st, 2019**