

## **Position Available: Undergraduate Support Staff Undergraduate Research Program**

The Undergraduate Research Program (URP) in the Center for Experiential Learning and Diversity currently seeks an undergraduate student assistant to work 15-19.5 hours per week for summer through academic year 2011-12. Compensation is \$10.00/hour. This position is Work-Study eligible.

### **General Duties/Description:**

- Provide web, database, and other technology support for the Undergraduate Research Program including routine URP website updates.
- Additional responsibilities include assisting in daily operations including the development, production, and distribution of URP publication materials; office organization; program outreach; performing a variety of support functions for URP programs and events, including the Undergraduate Research Symposium; and occasional front desk reception support for the Center for Experiential Learning and Diversity.

### **Benefits:**

- Excellent for students who are already involved or interested in undergraduate research.
- Valuable for students who want to gain professional working experience and/or learn about student services in higher education.
- Work with friendly staff in a supportive, team-oriented environment.

### **Requirements:**

- Experience with PC operating systems and applications, including Microsoft Office, Adobe Photoshop, and Adobe Acrobat
- Knowledge of and experience with web-page design and maintenance, including Adobe Dreamweaver, HTML, and CSS
- Knowledge of database management, including the use of tables, queries, and forms using Microsoft Access
- Work well both as a member of a small team and independently
- Creative problem solving skills, ability to balance a variety of duties, and attention to detail
- High comfort level with computer technology and software programs, including interest in learning new web page design and other technical skills

### **Additional Desired Skills:**

- Experience developing dynamic web content in Javascript
- Knowledge of or experience with Ruby on Rails web applications and the MVC design pattern
- Experience developing secure web forms with ASP.NET C# / SQL

### **How to Apply:**

Please email a resume, cover letter, and contact information for two references to: Jennifer Harris, Associate Director, Undergraduate Research Program via Word or pdf attachment to [urp@uw.edu](mailto:urp@uw.edu).

Priority deadline for consideration is **Friday, June 24<sup>th</sup>**.