The Center for Undergraduate Advising, Diversity and Student Success (CUADSS) IS HIRING STUDENT ASSOCIATES FOR 2013-14.

These positions provide support services for Undergraduate Academic Advising (UAA), Academic Support Programs (ASP), and the Office of Minority Affairs and Diversity (OMAD).

**I. Objective**Help undergraduate students navigate the complexities of University of Washington life.

**II. Responsibilities**• Staff the front desk of the Center for Undergraduate Advising, Diversity and Student Success, responding to all in-person and phone inquiries.
• Help fellow students understand administrative processes.
• Work closely with 30 academic advisers in scheduling appointments, troubleshooting, special projects, etc.
• Make appropriate referrals. Be familiar with all University of Washington undergraduate academic programs/support services.
• Have a proactive understanding of College and University rules and regulations affecting a student’s progress toward a degree.
• Contribute to First Year Program’s efforts in welcoming new students and assisting them with the registration process.
• Assist in maintaining an accurate filing system for all pre-majors in the college of Arts and Sciences.
• Work as a member of a team in keeping the workspace clean and organized.
• Special projects, as necessary (event planning, data base maintenance, publications, etc.)

**III. Qualifications**• Must be current UW undergraduate and have attended at least THREE quarters at the UW prior to start date.

• Preference will be given to **work study candidates** but not required.
• Utilize strong interpersonal communication and public speaking skills.
• Experience in leadership, advising and/or related activities (Freshman Interest Group Peer Instructor, Summer Peer Adviser/Orientation Leader, student groups, residential life, etc.)
• Demonstrated ability to work with a diverse population of student co-workers.
• Possess a demonstrated ability to work both independently and collaboratively.

**IV. Time Commitment and Salary**• 10-15 hours a week, including some weekday evenings until 6:00pm.
• Positions begin September 16th 2013.

***• THIS JOB POSTING CLOSES ON August 1st AT 5:00 PM. INTERVIEWS WILL TAKE PLACE ON August 12 – 14.*** Please send your resume & cover letter to **UAAadmin@uw.edu.**