

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

The Undergraduate Research Program (URP) in the Center for Experiential Learning and Diversity promotes and facilitates opportunities for undergraduates to participate in research with faculty, provides a public forum for students to present their work, and offers advising and other resources.

We currently seek an undergraduate student assistant to work 15-19.5 hours per week, preferably starting this summer and continuing through academic year 2014-15. 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.
- Assist in daily operations including email management, the development, production, and distribution of URP publication materials; office organization; program outreach;
- Perform 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:**

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

### **Requirements:**

- Work well both as a member of a small team and independently.
- Excellent oral and written communication skills.
- Creative problem solving skills, ability to balance a variety of duties, and attention to detail.
- Experience with PC applications, particularly Microsoft Word and Excel.
- Knowledge of and experience with web-page updates and maintenance.
- High comfort level with computer technology and software programs, including interest in learning new web-page design and other technical skills.

### **Additional Desired Skills:**

- Familiarity with basic HTML and/or Drupal content management systems.
- Familiarity with using social media platforms.
- Proficiency with MS Word, Excel, and Access.
- Familiarity with basic Adobe Photoshop and Illustrator and/or InDesign.

**How to Apply:** Priority deadline for consideration is **Monday, June 23**

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

To learn more about the Undergraduate Research Program, visit: [expd.uw.edu/urp](http://expd.uw.edu/urp)