

JOB TITLE	Student Assistant: Marketing
DEPARTMENT NAME	Women's Center
JOB LOCATION	Cunningham Hall
CONTACT/SUPERVISOR	Amy Piedalue
PHONE NUMBER	206-616-5216
EMAIL ADDRESS	amer@u.washington.edu
BOX NUMBER	351380
EMPLOYMENT PERIOD	Summer Only [] Sum & Acad Year [x] Acad Year Only []
HOURS PER WEEK	Sum: 40 hrs/wk [] up to 19 hrs/wk [x] Acad Yr: up to 19 hrs/wk [x]
RATE OF PAY	\$8.15 - \$10.00 (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities

- ◆ Performs some general office duties for Women's Center, including answering phones, filing, data entry, creating & managing spreadsheets, and front desk customer service (taking registrations, providing information & referral to resources, and assisting callers/visitors in any way possible.)
- ◆ Advise Women's Center Director and Administrator regarding marketing strategy.
- ◆ Oversee implementation of marketing strategy, including multiple aspects and phases.
- ◆ Assist Women's Center Administrator to manage marketing and publicity materials to maintain a professional image representative of Women's Center mission and vision.
- ◆ Work with Administrator and Web Designer to maintain content of Women's Center website.
- ◆ Create and distribute marketing materials for various Women's Center programs and events.
- ◆ Outreach to campus and community units regarding collaborative programs and marketing.
- ◆ Help to plan, publicize, and staff special events and functions.
- ◆ Assist with quarterly catalog as needed.

Minimum Qualifications

- ◆ Work study eligible
- ◆ Proficient in Microsoft Word and Excel: experience with design programs (prefer Adobe InDesign)
- ◆ Good interpersonal and telephone skills - professionalism
- ◆ Good organizational skills and strong attention to detail very important
- ◆ Ability to work both independently, taking initiative, and with a team
- ◆ Some evening and weekend availability

Educational Benefits

- ◆ Opportunity to learn organizational and interpersonal skills in a supportive environment.
- ◆ Enhance computer skills (Word, Excel and Access).
- ◆ Learn & explore computer design programs.
- ◆ Experience helping to manage and implement marketing and publicity strategies and materials for an organization.

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0881 0882 0883
51% Comp. to Classified: Yes [] No []
State [] Federal []
Open [] Closed []

JOB NUMBER:

JOB CATEGORY:

Office/Admin