**DUTIES AND RESPONSIBILITIES**

- Help maintain smooth administrative operations for UW Women's Center, including filing, payroll, purchasing, fiscal duties, customer service, registration system, facility maintenance, equipment, resources, special events, and publications.
- Manage front desk including: greeting visitors, providing Center and campus resources to WC visitors, and routing phone calls.
- Assist Administrator in management of office projects and communication to other student staff.
- Keep abreast of Women’s Center events and activities with an ear for including key events, insights, news, and ideas on the website and in Women’s Center publications.
- Assist Women’s Center Executive Director in a variety of capacities, including: correspondence, filing, online research, scheduling, and help with special events and publications; organization and management of daily, weekly and quarterly tasks and projects.
- Perform general office duties as necessary.

**MINIMUM QUALIFICATIONS**

- **Work study eligible.**
- Proficient in Microsoft Word, Outlook and Excel; database familiarity helpful.
- Excellent writing, proofreading, editing, and filing skills.
- Knowledge of wordpress and Adobe design programs (prefer InDesign and Photoshop. MS publisher knowledge a plus) preferred
- Internet research knowledge and experience.
- Ability to work independently and take initiative with projects and tasks.
- Some evening and weekend availability

**EDUCATIONAL BENEFITS**

- Opportunity to be involved in creating nonviolent communities and learning the skills for this work.
- Great learning environment and supportive working atmosphere. This is an opportunity to take part in diverse programming, which focuses on local and international women’s issues.

**To Apply**
• Email resume and cover letter to jwhite23@uw.edu; include your name and “Admin. Assistant” in the subject of the e-mail.

• The position will remain open until filled, but priority will be given to those who apply before July 1, 2017