



Student Assistant, Work-Study Position Available

The [Office of Merit Scholarships, Fellowships & Awards](#) is seeking a part-time work-study-eligible student assistant to support our work. Our office provides information and resources to increase student awareness of the scholarship search and application process via workshops, events, online resources, and individual advising; mentors students through an intense process by offering resources, advising, and individual feedback which result in competitive applications for local and national scholarships; collaborates with faculty and staff to identify and support potential student scholars.

Our office is housed within the Center for Experiential Learning & Diversity, a unit of Undergraduate Academic Affairs.

Details:

Part-time work-study position starting June 2018 (flexible start date): 10-12 hours per week for summer quarter, 12-15 hours/week during the regular academic year. Flexible hours, generally between 8am-5pm, M-F. Pay: \$15.45/hour, depending upon experience and qualifications.

Position Purpose:

This position will advance the goals of the Office of Merit Scholarships, Fellowships & Awards (OMSFA), by providing outreach support, scholarship database maintenance, and office assistance, as well as some limited front desk support for the Center for Experiential Learning & Diversity.

Duties and Responsibilities:

Responsibilities include supporting the office's communication and outreach efforts, maintaining the scholarship database and contributing to office website updates, supporting events and workshops, and light reception duties. Specific duties will include:

- Communications and Outreach Support:
 - Design and draft OMSFA's social media messages, email communications, flyers and other promotional materials for print and online distribution to advertise scholarship opportunities and related workshops to students. Connect with other offices, students, student clubs, and others to share scholarship information.
 - Update OMSFA's scholarship database, keeping the scholarship information stored there up-to-date, accurate, organized, and clean. Use eye for detail to perform regular updates to information to ensure its usefulness for students.
 - Occasional drafting and updating of the OMSFA website.
- Event & Workshop Support:
 - Help organize workshops and information sessions, schedule rooms, log session attendance, including some opportunities to share in workshop presentation duties, depending on interest;

- Provide administrative support for the Scholarship Fair and other OMSFA events, and occasionally for other programs within the Center for Experiential Learning & Diversity.
- Reception and Clerical Support:
 - Act as OSMFA's student lead in answering general office emails, front desk and phone inquiries about scholarships, collaborating closely with OMSFA advisers to ensure accuracy.
 - Provide some reception coverage for the Center for Experiential Learning & Diversity, directing students and visitors to relevant programs, answering phone inquiries, and providing general office support.

Required Qualifications:

We seek applications from individuals who fully embrace the University of Washington's commitment to racial equity, diversity and inclusion. We are committed to building and supporting a diverse and inclusive work team and to bringing these core values into our daily work with students, faculty, and staff.

Work-study eligibility for 2018-19 is required for this position, though usage of work-study funds during summer quarter is flexible depending on summer enrollment plans.

In addition, candidates must be currently enrolled UW undergraduate students with:

- Excellent writing, proofreading and editing skills and attention to detail.
- Some reception or customer service experience.
- Experience and comfort with social media platforms and Microsoft Office programs. Familiarity with or willingness to learn WordPress.
- Ability to work effectively both independently and collaboratively with team members.
- Highly organized with strong time-management, self-motivation and problem-solving skills.

Educational Benefits:

- Learn to apply your knowledge of social media and campus connections to a professional setting and to adjust your messaging to represent various stakeholders.
- Gain knowledge of experiential learning opportunities to incorporate into your own academic experiences. Learn about the benefits of participating in research, engaging in communities, applying for scholarships that can support your future goals.
- Be a part of a program that is dedicated to helping students connect with opportunities and resources to achieve their goals.
- Work with a small team interested in your personal growth and development, and in a supportive, fun, team-oriented center.
- Fairly flexible work schedule and the ability to incorporate your interests, strengths, and skills you'd like to develop into the work.
- Learn about scholarships you'd like to apply for.

To Apply:

Please email a cover letter and resume to Robin Chang, Director, Office of Merit Scholarships, Fellowships & Awards at robinc@uw.edu. Priority will be given to applications submitted by May 21.

Please contact Robin via email or at 206-543-2603 with any questions. Learn more about the Office of Merit Scholarships, Fellowships & Awards at <http://expd.uw.edu/scholarships/>.