

Work Study Job Description

Job Title:	Making Connections Alumni Coordinator
Department:	University of Washington Women's Center
Location:	Cunningham Hall
Pay Rate:	16 - 17 / hour
Employment Period:	Academic year
Hours Per Week:	Up to 19 hours per week
Contact Supervisor:	Isabelle Dunne
Phone Number:	206-685-1090
Email Address:	idunne@uw.edu
Website:	http://www.washington.edu/womenscenter/
Box Number:	353070

NATURE OF ORGANIZATION

The UW Women's Center is a catalyst for change. We disrupt cycles of oppression and break down gender-based barriers through transformational education programs, leadership development, and advocacy for girls and womxn. The UW Women's Center Making Connections (MC) Program is a college-readiness program for underserved students and their families in the greater Puget Sound area. Making Connections seeks to increase college enrollment and career interests in the Science, Technology, Engineering and Math (STEM) fields. The alumnae coordinator supports efforts to continuously serve alumnae in their post-secondary and career goals as well as keep them engaged in Making Connections through tutoring and mentorship opportunities.

DUTIES AND RESPONSIBILITIES

Sample of Specific Duties and Responsibilities: • Maintain relationships with and database of alumnae members of Making Connections • Assist with the organization and execution of alumnae engagement events and programming • Assist in organizing & tracking program statistics and information. • Help create and distribute marketing materials for Making Connections. • Create regular social media posts highlighting alumnae activities, achievements and resources • Support the program's mission of helping students prepare for college and explore the STEM fields through supporting current students by editing college applications, tutoring, analyzing program evaluations, and more. • Well-developed interpersonal skills – kind, open-minded, active listener and receptive to feedback • Perform general office duties for Women's Center, as needed.

MINIMUM QUALIFICATIONS

- Work study eligible or interest in un-paid internship
- Ability to keep student information strictly confidential
- Proficient with Word, Excel, knowledge using Access a plus
- Good interpersonal and telephone skills - professionalism
- Strong organizational skills and attention to detail is essential
- Strong team member, positive, and an innovative thinker
- Well-developed interpersonal skills: kindness, open-mindedness, active listening and effective negotiation skills, and receptive to feedback
- Punctuality and reliability. Some evening and weekend availability

EDUCATIONAL BENEFITS

- Opportunity to learn organizational and interpersonal skills in a supportive environment.
- Work with high school aged students and support their educational success.

HOW TO APPLY

- Submit online application: <http://bit.ly/2IKMAfK>
- The position will remain open until filled.

Job Number: WOMC04 | Category: Office & Administrative | Program: Federal | Class: 0875 | 51% Comparable to Classified: Y