Work Study Job Description

Job Title: Program Assistant  
Department: 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.

DUTIES AND RESPONSIBILITIES
The Program Assistant will work across all programs, with a particular focus on anti-human trafficking research, events and outreach. Sample of specific duties & responsibilities: • Assist Women’s Center team with online research related to violence against women, human trafficking and gender equity. • Assist with organizing and drafting presentations for various speaking engagements special programs as needed • Occasionally attend and coordinate various aspects of the Women’s Center’s Anti-Human Trafficking Task Force work • 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. • Collaborate with Women’s Center team to draft and distribute monthly newsletter and program reports. • Perform general office duties as necessary, including correspondence, filing and organizing. • Other duties as assigned.

MINIMUM QUALIFICATIONS
• Work study eligible (this is a financial aid award) or interested in unpaid internship • Extremely detail-oriented and organized • Calm Under Pressure • Very strong written communication skills • Eagerness to expand the body of knowledge about gender equity and human rights, particularly regarding immigrant women and communities of color • A passion for the Women’s Center’s mission • Positive work ethic, self-starter, ability to work independently, and a strong contributor to team projects • Experience in event planning/coordination, preferred

EDUCATIONAL BENEFITS
• Opportunity to enhance project management and communication skills. • Opportunity to be involved in
creating nonviolent communities and learning the skills for this work.

**HOW TO APPLY**

- Submit online application: http://bit.ly/2k7YfF3
- The position will remain open until filled.

Job Number: WOMC09 | Category: Office & Administrative | Program: Federal | Class: 0875 | 51% Comparable to Classified: Y