Work Study Job Description

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Lifelong Learning Coordinator</th>
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<tbody>
<tr>
<td><strong>Department:</strong></td>
<td>Women's Center</td>
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<tr>
<td><strong>Location:</strong></td>
<td>Cunningham Hall</td>
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<tr>
<td><strong>Pay Rate:</strong></td>
<td>16.39 - 17.50 / hour</td>
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<td><strong>Employment Period:</strong></td>
<td>Academic year</td>
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<tr>
<td><strong>Hours Per Week:</strong></td>
<td>Up to 19 hours per week</td>
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<tr>
<td><strong>Contact Supervisor:</strong></td>
<td>Ana Silva</td>
</tr>
<tr>
<td><strong>Phone Number:</strong></td>
<td>206-685-1090</td>
</tr>
<tr>
<td><strong>Email Address:</strong></td>
<td><a href="mailto:asilva1@uw.edu">asilva1@uw.edu</a></td>
</tr>
<tr>
<td><strong>Website:</strong></td>
<td><a href="http://www.washington.edu/womenscenter/">http://www.washington.edu/womenscenter/</a></td>
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<tr>
<td><strong>Box Number:</strong></td>
<td>353070</td>
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**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 lifelong coordinator will Coordinate Lifelong Learning Program (GRE Prep, Basic Math, and SAT Prep courses). Sample of specific duties & responsibilities: 
• Work with instructor to schedule courses
• Secure venue for quarterly lifelong learning courses
• Work with Marketing and Communications Coordinator to create promotional materials
• Update website with course information
• Respond to phone calls and e-mails pertaining to Lifelong Learning courses
• Track registration
• Conduct and analyze evaluations
• 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.
• 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: https://bit.ly/3mc11qo • The position will remain open until filled.

Job Number: WOMC01 | Category: Office & Administrative | Program: Federal | Class: 0875 | 51% Comparable to Classified: Y