### Work Study Job Description

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Making Connections Coordinator</th>
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<tbody>
<tr>
<td><strong>Department:</strong></td>
<td>University of Washington Women's Center</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Cunningham Hall</td>
</tr>
<tr>
<td><strong>Pay Rate:</strong></td>
<td>16.39 - 18 / hour</td>
</tr>
<tr>
<td><strong>Employment Period:</strong></td>
<td>Academic year</td>
</tr>
<tr>
<td><strong>Hours Per Week:</strong></td>
<td>Up to 19 hours per week</td>
</tr>
<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>
</tr>
<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. 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: • Support the program’s mission of helping students prepare for college and explore STEM fields • Assist manager with correspondence to program participants • Recruit, coordinate, train and supervise mentors and tutors for Making Connections students • Coordinate meetings, trainings, etc when appropriate • Help to support students in MC Program by editing college applications, tutoring, etc • Create and distribute marketing materials for Making Connections • Assist in organizing & tracking program statistics and information • Develop and distribute appropriate materials for MC as needed • Help to plan and staff special events and functions • Assist Program Manager with various projects and tasks • Organize program office and filing systems on a regular basis • Perform general office duties for Women’s Center, as needed.

### MINIMUM QUALIFICATIONS
• Work Study Eligible Graduate Student (this is a financial aid award) • Ability to keep student information strictly confidential • Proficient with Word, Excel, knowledge using Access a plus • Punctuality and reliability, and follow through • Good interpersonal and telephone skills -professionalism • Strong organizational skills and attention to detail is very important • Strong team member, positive, and an innovative thinker • 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: https://bit.ly/2Fs6JkU • The position will remain open until filled.

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