Position Overview
The Student Assistant (SA) will serve as the first point of contact for students and others seeking assistance from the Division of Student Affairs. In addition to greeting, assisting, and providing information to guests, the SA will also provide general office support for the professional staff members in Student Affairs. Successful SA candidates must exhibit leadership qualities both inside and outside of the classroom, be passionate about helping others, and possess a desire to develop their own leadership potential.

Qualifications
- Must have, and maintain 2.5 cumulative GPA or better throughout duration of employment
- Must be an undergraduate student taking a minimum of 10 credits per quarter (not including summer quarter)
- Must be in, and remain in, good standing with the University (including compliance with the Student Code of Conduct and financial obligations)
- Strong verbal and written communication skills
- Strong customer service experience
- Familiarity with Microsoft Office Suite
- Comfort in learning additional computer software

*Please note we do confirm GPA and University Conduct Records of applicants.

Time Commitments

<table>
<thead>
<tr>
<th>Winter Quarter 2016</th>
<th>Spring Quarter 2016</th>
<th>Summer Quarter 2016</th>
<th>Autumn Quarter 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Onboarding</strong></td>
<td><strong>B CUSP 203:</strong></td>
<td><strong>Intensive Training</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>March 18th Onboarding, 10am – 12pm</td>
<td>MW 5:45-7:45pm</td>
<td>Required to fulfill SA role</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Practicum Course</td>
<td>Desk Trainings: 2 hours every other week on Fridays starting April 8th until June 3rd.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Practicum Course</td>
<td>OTP Retreat April 1-3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Required to fulfill</td>
<td>Approximately 5 hours/week</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SA role</td>
<td></td>
</tr>
<tr>
<td><strong>Weekly Meetings</strong></td>
<td><strong>Weekly Committee Meetings</strong></td>
<td><strong>Welcome Week</strong></td>
<td><strong>Welcome Week</strong></td>
</tr>
<tr>
<td>Team Bonding events</td>
<td>Team Meetings</td>
<td>Approximately 4 hours for the week depending on committee event</td>
<td></td>
</tr>
<tr>
<td>Weekly Meetings</td>
<td>1 on 1 with Coordinator (Bi-Weekly)</td>
<td>Team Meetings</td>
<td>Team Meetings</td>
</tr>
<tr>
<td></td>
<td>1 on 1 with Coordinator (Bi-Weekly)</td>
<td>1 on 1 with Coordinator (Bi-Weekly)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Team Bonding events</td>
<td>Team Bonding events</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Approximately 8 hours/week</td>
<td>Approximately 8 hours/week</td>
</tr>
</tbody>
</table>

*Must first have all outside job or volunteering commitments approved by supervisor.

* duties and responsibilities are subject to change
Compensation & Employee Benefits

- Leadership & Personal Growth
- $13/hour pay rate
- Earn 1-3 Academic Credits: B CUSP 203A
- Apparel provided to be worn during Orientation and Transition Programs events
- Requested time off during summer available (limited availability based upon staff scheduling and must find own coverage during scheduled work days)

Primary Duties & Responsibilities

- Help create a positive and welcoming environment by being friendly and approachable
- Greet visitors to the Office of Student Affairs and identify ways in which they can be assisted
- Provide basic event planning support to student organizations
- Refer visitors to appropriate Student Affairs staff as necessary
- Respond to email and phone inquiries
- Provide general information to guests regarding the University of Washington Bothell and Student Affairs functions including:
  - Campus Events Board (CEB)
  - The Associated Students of the University of Washington Bothell (ASUWB)
  - Orientation and Transition Programs (OTP)
  - Housing and Residential Life (Res Life)
  - Recreation and Wellness (Rec and Well)
- Provide office support for Student Affairs staff by:
  - Work with the Orientation Database, such as:
    - Helping students schedule and reschedule their orientation session
    - Sending students orientation date confirmation emails
  - Order office supplies via the Ariba Network
  - Maintain and update supply and materials inventory
  - Manage department calls
- Maintain cleanliness of the Welcome Desk area and IDEA Project space
- Attend and actively participate in all trainings required by Orientation and Transition Programs and/or Student Affairs
- Contribute in the planning, preparation, organization, implementation, and evaluation of all Orientation and Transition Programs offerings (Welcome Week, Husky Adventures, Husky Leadership Camp, Transfer Student programming, etc.)
- Acquaint new students/families with the campus and represent UW Bothell well to all guests on Orientation days
- Serve as a positive role model and resource/referral agent for new students
- Work collaboratively with fellow SAs, Orientation Leaders (OLs), Student Affairs personnel, faculty, and staff to promote a strong co-curricular experience among our campus community
- Plan and coordinate monthly OTP team bonding events
- Create and coordinate OTP staff birthdays
- Promote Husky spirit with a positive attitude and outlook
- Find own staff coverage during scheduled work days if time off is needed
- Other duties and responsibilities as assigned
- Duties and responsibilities are subject to change

How to Apply

- Apply online at https://catalyst.uw.edu/webq/survey/uwbotp/287286
- We strongly recommend candidates review the application questions and draft their answers before beginning the online application.
- Application is due January 24th, 2016, NO LATER than 11:59pm

*duties and responsibilities are subject to change*
Application Questions

1) Upon reviewing the position description, what interests you most about the Student Assistant position? What do you hope to gain from your experience?

2) What skills, qualities or past customer service experiences do you have that would help you to be a successful Student Assistant?

3) What does customer service mean to you?

4) What strengths and weaknesses do you have while working with a team? Working individually?

Contact

For additional questions:
UW1 Level 1 Vista – Welcome Desk
Email: uwbsa@uw.edu
Phone: 425.352.5266

Staff Support Supervisor: Aika Foz, aika319@uw.edu