**CM Student Office Assistant – Web Focus**

The Department of Construction Management is hiring detail-oriented, computer savvy students with great customer service skills to join our team.

Department: CM, College of Built Environments Job
Classification: Student Assistant – Hourly
Location: Architecture Hall

**Primary duties include:**

* Open and/or close the office as necessary. Pick up, deliver, and sort mail.
* Provide a friendly and professional experience to any customer as they interact with our office. Greet all visitors, answer phones, respond to and/or direct to the appropriate CM member or resource. Transcribe voicemail and deliver messages. Respond to a high volume of email requests.
* Assist with designing and maintaining various CM websites and web-based database management systems; includes web design, programming database management, and web graphics/multimedia creation. May seek out content users to gather feedback for website improvement and enhancements. May collaborate with the CBE Web Developer and MarComms team to implement design concepts within the WordPress-based content management platform.
* Provide support for social media content and management.
* Organize and provide upkeep on the department’s photo database.
* Use desktop publishing software to make edits to brochures, binders, and other print or electronic documents. Assist with layout, design, and editing.
* Complete a high volume of various word processing tasks (data entry, correspondence, spreadsheets, etc.) primarily using the Microsoft Office Suite.
* Work independently and collaboratively in an interdependent, team environment. Take a lead role on specific tasks or in assigned project areas. Use leadership skills to coordinate, delegate, and complete projects. Meet deadlines, fulfill commitments, and communicate with other team members and project supervisors. Ask for help from others and provide help to others as needed.

**Additional duties may include any combination of the following:**

* Assist with records management. Maintain participant, program, and budget files. File and/or scan paper documents and set up new files. Enter and track data in databases and spreadsheets.
* Assist with program outreach. Assemble, collate, and prepare a high volume of materials for mass distribution and mailings. Fill, record, and mail requests for information. Make phone calls and send email to program participants, clients, and vendors.
* Photocopy, collate, shred and fax documents. Courier materials around campus. Clean workstations, kitchen, mailroom, conference rooms, and supply areas. Track and maintain inventory of supplies, products, and publications. Organize and move supplies and materials. Troubleshoot equipment problems.
* Provide office support to CM faculty, as needed.
* Other duties as assigned.

**Requirements:**

* Ability to greet office visitors, answer phones professionally, take detailed messages, and direct calls.
* Ability to work with diverse clientele.
* Ability to be in a leadership role.
* Ability to work in a technology-oriented environment with frequent interruptions and changing priorities.
* Ability to work independently, able to be self-motivated in completing work and meeting deadlines.
* Experience maintaining paper and electronic files, proficient in maintaining organization.
* Attention to detail in proofreading, editing, and corresponding with accuracy.
* Ability to perform basic math calculations with accuracy.
* Advanced computer skills using WordPress, MS Teams, MS SharePoint, MS OneDrive.

**Desired:**

* Customer service background with personal contact and telephones.
* Experience maintaining paper and electronic files.
* Ability to lift and push boxes and materials weighing up to 20 pounds is preferred, but not required.
* Ability to pick up and deliver materials (on-foot or using wheelchair or scooter) across campus is preferred, but not required.

**Conditions of Employment:**

* Must perform tasks that require repetitive keyboarding.
* Undergraduates must be enrolled at the UW for at least 6 credits during Autumn 2021 and have plans to be enrolled for the ’21-’22 academic year.
* Graduate students must be enrolled at the UW for at 4 credits during Autumn 2021 and have plans to be enrolled for the ’21-’22 academic year.
* Must be available to work 12 to 19 hours per week, between the hours of 9:00 a.m. and 4:30 p.m., Monday through Friday. (If funding is available and there is a department need, students may be able to work up to 40 hours/week during quarter breaks and Summer Quarter.)
* Preference will be given to candidates who can commit to working for a year or more.
* A satisfactory outcome from a background verification is required prior to hire.
* Salary: Starts at $20.00/hr