# Work Study Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Jumpstart Program Assistant</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Jumpstart at the University of Washington</td>
</tr>
<tr>
<td>Location:</td>
<td>Mary Gates Hall, Suite 171</td>
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<tr>
<td>Pay Rate:</td>
<td>16 - 16 / hour</td>
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<tr>
<td>Employment Period:</td>
<td>Academic year</td>
</tr>
<tr>
<td>Hours Per Week:</td>
<td>Up to 19 hours per week</td>
</tr>
<tr>
<td>Contact Supervisor:</td>
<td>Meghan Robinson</td>
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<tr>
<td>Phone Number:</td>
<td>6122017223</td>
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<tr>
<td>Email Address:</td>
<td><a href="mailto:mcwrobinson@gmail.com">mcwrobinson@gmail.com</a></td>
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<tr>
<td>Website:</td>
<td><a href="https://www.washington.edu/jumpstart/">https://www.washington.edu/jumpstart/</a></td>
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<tr>
<td>Box Number:</td>
<td>352803</td>
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## NATURE OF ORGANIZATION

Jumpstart recruits and trains college students to work with preschool children to support them in developing their language and literacy skills and preparing for success in kindergarten and beyond. In addition to earning work study dollars, students are able to receive the benefits of working alongside early childhood education experts in a local Seattle preschool and become part of a tight-knit UW student community.

## DUTIES AND RESPONSIBILITIES

- Assist Jumpstart Site Managers with managing approximately 80 member files, collecting required documents, and maintaining all file documentation to ensure member files are kept up-to-date and in compliance with AmeriCorps requirements.
- Update necessary information into SAM, a Jumpstart National database system.
- Approve member timesheets and support/train students in timeliness and accuracy of timesheets.
- Enter preschool partner children assessment details into online tracking system (Jstats).
- Organize, track, and inventory Jumpstart Materials.
- Create weekly demonstration materials to support students.
- Assist with Jumpstart community building events and celebrations.
- Support Jumpstart staff with recruitment by updating Jumpstart marketing materials, assist in hiring Jumpstart members and helping with initial enrollment paperwork.
- Process mileage reimbursements submitted by members.
- Staff the front desk for the Center for Experiential Learning and Diversity (1 – 3 hours on average).
- Create and send out weekly Jumpstart Newsletters to Jumpstart Students.
- Keep Jumpstart social media up-to-date and relevant.

## MINIMUM QUALIFICATIONS

- Comfortable working with Microsoft Office Suite and willingness to learn specialized database software.
- Strong written and oral communication skills, including presenting in front of small groups.
- Experience with data entry and filing in an office setting.
- Key attention to detail and highly organized.
- Ability to work independently on daily tasks, ask questions when unsure, and to commit to regular office schedule set on a quarterly basis.
- A positive attitude and interest in promoting service and leadership initiatives.
- Ability to work and build relationships with people (especially students) from diverse ethnic, racial, and socioeconomic backgrounds.
background - Ability to lift and move up to 40 lbs. for small distances in office and storage space

**EDUCATIONAL BENEFITS**

- Written and verbal communication skills - Leadership of service-oriented groups of students - Data and systems management experience - Excellent professional development opportunities - Opportunity for growth and the ability to incorporate interests into work

**HOW TO APPLY**

Submit a resume and cover letter to Meghan Robinson at meghanr7@uw.edu.

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Job Number: JUMP04 | Category: Student Services | Program: Federal | Class: 0875 | 51% Comparable to Classified: Y