



WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

Personnel Department: Contingent Workforce Programs

JOB # 35-2009

Department	<u>Neighborhoods</u>	Number of Positions	<u>1</u>	Wage	<u>\$19.79</u>	
Job Title	<u>Research & Evaluation Aide</u>	Location	<u>Seattle Municipal Tower</u>			
Start Date	<u>11/09</u>	End Date	<u>6/30/10</u>	Work Scheduled Between	<u>9:00</u> AM <u>5:00</u> PM	
Minimum	<u>8</u> Hours/Week	and Maximum	<u>19</u> Hours/Week	Summer Schedule	<u> </u> Hours/Week	
Special Work Scheduling Requirements	<u>Some evening meetings will be required</u>					

SUMMARY OF WORK TO BE PERFORMED: Assist in the success of the Immigrant and Refugee Initiative by supporting some administrative tasks, conducting research and evaluating the progress of the Initiative, provide additional support to the Immigrant and Refugee Advisory Board and it's subcommittees, and support the organizing development of Immigrant and Refugee communities.

DUTIES STATEMENT:

% of time 50	1)	Assist the board in gathering information and researching capacity-building efforts for newly arrived groups. Contact community groups, research City and other resources, assist in conducting surveys and focus groups in the community.
35	2)	Assist the I&R Program Manager supporting Immigrant and Refugee organizations build their capacity to access City services and resources, connect and partner with other organizations and two-way communication between the City and Immigrant and Refugee groups.
15	3)	Assist in supporting the administrative needs of the Immigrant and Refugee Advisory Board and sub-committees, which may include scheduling meetings, securing locations, assist in developing agendas, taking notes, and tracking action items.

EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:

The student will learn about the strengths and challenges of Seattle's Refugee and Immigrant communities and how to assist them in connecting with other organizations as well as with the City. The student will gain research and evaluation skills, cultural competency skills, and build additional administrative/organizational skills.

MINIMUM QUALIFICATIONS:

Must have completed a Bachelor's program in Social Work, Sociology, Psychology or other social science and working on a graduate degree in a related area. Good oral and written communication skills. Experience working with people from diverse ethnic, cultural and/or linguistic backgrounds. Experience organizing and/or supporting groups. Experience conducting research and analyzing data. Current computer software and technologies. Must have work study funding through college/university's financial aid package (proof required).

DESIRED QUALIFICATIONS:

Excellent analytical skills; Knowledge of the immigrant or refugee experience.

DESCRIBE ANY TRAINING REQUIRED AFTER EMPLOYEE IS HIRED:

Race and Social Justice Initiative training, Immigration in the U.S., and the Pacific Northwest, Inclusive Outreach and Public Engagement.

EXPLAIN THE TYPE OF SUPERVISION/GUIDANCE GIVEN THIS EMPLOYEE:

The student will be supervised directly by the Deputy Director, although some tasks may be assigned by the Immigrant and Refugee Strategic Advisor.

Application Instructions: Send your resume **AND** your school's referral/authorization form (it should have your work study award amount as well as your work eligibility dates) to cwp@seattle.gov or fax to 206-684-5809. ****Include the position title, job # (35-2009), and your e-mail address. Please do not apply until you have a 2009-10 work study referral/authorization form from your college/university. Positions are open until filled so apply as soon as you receive your 09-10 academic year work study form. We only hire students with WA State work study funding.**