

Student Information Specialist Job Description

Hours: Graduate student appointment for 20 hours a week or 220 hours per quarter.

Commitment: Academic Year Position spanning, Fall, Winter and Spring Quarter:

Compensation: Current Premasters TA rate, with benefits including tuition/fee payment and health insurance for autumn quarter.

Admission Unit Description

The Office of Admissions is dedicated to building recruitment, outreach, and admissions practices that support the social justice mission of the University of Washington School of Social Work. Through one-on-one advising sessions, information sessions, and other signature events, we aim to recruit, advise, and admit students who are committed to developing and strengthening the values, knowledge and skills necessary to be effective social workers and change-makers.

Position Description

As a crucial member of the Admissions Team outreach efforts, the Student Information Specialist will play a key role in engaging with prospective students. Using personal experiences as a current student as well as an intimate knowledge of student resources, the SIS will connect authentically with prospective students, helping them to affirm and support their decision to apply and enroll into social work programs.

Duties

- Support prospective BASW and MSW students and applicants via drop-in advising, scheduled advising appointments, phone calls, email, tabling, etc.
- Develop and facilitate engaging virtual and in-person prospective student events including information sessions, webinars and panels.
- Assist with planning and coordination of yearly Admissions events, including MSW Admitted Student Preview Days.
- Contribute to Admissions related communications and content, including email campaigns, social media content, videos, newsletters, flyers and website content.
- Participate and contribute to information sharing, knowledge building and collaboration in Admissions Unit and Recruitment Team meetings.
- Identify and participate in campus outreach activities and programs hosted by departments like Office of Minority Affairs and Diversity, First Year Programs, The Graduate School and Office of Admissions.
- Identify and participate, when able, in off campus outreach events by networking with community-based organizations, high schools and institutions of higher education.
- Monitor and improve current and suggest new strategies and initiatives that support the mission, vision and goals of the Admissions Office.
- Other duties to support admissions/recruitment as assigned.

Minimum Qualifications

- Critical understanding of social justice principles and theories and ability to apply them in the peer advising context.
- Ability to empathize, actively listen, and anticipate prospective student questions and concerns.

- Possess excellent written and verbal communication skills, including use of accessible language.
- Experience working with underrepresented groups, including first-generation college students, students of color, veterans, undocumented students, etc.
- Demonstrated ability to prepare and present material to a wide range of audiences, adapting communication styles to meet their needs.
- Interest in ongoing efforts to build community within the Admissions Unit and to support and improve outreach and recruitment efforts.

Desired Qualifications

- Familiarity with the University of Washington (UW), and knowledge of UW initiatives and resources dedicated to engaging with and fostering the success of underrepresented students.
- Prior experience in an admissions or student services role. More specifically, experience working in an outreach and recruitment capacity, especially with prospective students and applicants.
- Comfortability in lifting and carrying display materials (boxes up to 50 pounds and table displays up to 6' tall) to and at college fairs or campus and community events.

Eligibility

- The Student Information Specialist application is open to current and continuing MSW students, as well as prospective MSW students who have completed an application for Summer or Fall 2024 admissions.
- Washington state law and University (UW) policy prohibits the UW from hiring candidates for staff and covered student employment who do not complete and sign a [sexual misconduct declaration](#) prior to their start of employment and requires the UW to conduct a sexual misconduct verification on the final candidate's current and past postsecondary educational institution employers prior to offer of employment. If selected for the position, the successful candidate will be required to submit a signed sexual misconduct disclosure form before an official offer of employment is made.
- If offered a position, EDP students registered for fewer than 10 credits per quarter will need to submit a [Petition for Reduced Enrollment](#). If the petition is approved, EDP students may be eligible for employment.
- Students must maintain enrollment for Fall, Winter and Spring quarters once the positions begin.