



Work Study Position Description
Foundation for International Understanding Through Students (FIUTS)
Job Title: ESL & Activities Assistant

Job Location UW HUB

Pay Rate \$15

Employment Period Summer, Academic Year

Hours Per Week 40 hrs/wk, 19 hrs/wk

Contact Supervisor Era Schrepfer

Phone Number 206-543-0736

Email Address era@fiuts.org

Website www.fiuts.org

Nature of Organization

The Foundation for International Understanding Through Students (FIUTS) connects university students with local and global communities through programs that build international awareness, cross cultural communications, and informed leadership. Founded in 1948, FIUTS has been promoting engagement between international students and members of our community, building bonds of friendship that extend beyond borders and stereotypes and inspire a new generation of leaders.

Nature of Position

More than 4,000 UW students participated in FIUTS activities last year, building friendships with people from around the world. The FIUTS **ESL & Activities Assistant** plays a key role in the development and delivery of programs that help students connect to the UW's global community.

Duties and Responsibilities

Duties include:

- Provide support to the FIUTS events and activities program by greeting student and other visitors to the FIUTS office and answering phone, email, and in-person inquiries about upcoming programs.
- Handle ticket sales and sign up transactions, handling cash and credit card processing as well as data entry.
- Oversee the weekly English Conversation Group, offering language support to a small group of English learners each week.
- Promote FIUTS programs, mission, and current events through word of mouth and social media.

- Prepare signage and event materials.
- Support the production of the FIUTS Weekly E-news, communicating with more than 10,000 UW students, staff, and alumni.
- Collaborate with staff, interns, and office volunteers to maintain clear procedures and policies for FIUTS activities.
- Perform basic data entry in Salesforce database
- Provide general office and event support for small and large-scale community events
- Serve as a member of a small staff team in a busy office environment
- Other duties as needed

Minimum Qualifications

- Interest in ESL, cross cultural programs, and education.
- Experience in event planning, marketing, sales, or customer service.
- Design or graphic experience or interest.
- Comfort communicating with a variety of constituents in different settings.
- Ability to balance multiple priorities and work with minimum supervision.
- Demonstrated public speaking ability.
- Able to work effectively both independently and as a part of a small team.
- Able to work occasional evening and weekend hours as needed.

Educational Benefits

This position offers candidates an opportunity to gain concrete experience in a nonprofit office setting. In addition to stated duties, work study employees at FIUTS have opportunities to learn and practice other nonprofit professional skills as well, including planning, fundraising, communications, social media, etc.

How to Apply

Please send a resume and cover letter to Era Schrepfer, Executive Director at era@fiuts.org. Please indicate expected graduation date and availability for summer full time employment. Preference will be given to candidates with the potential to stay for one year or more.