



**Work Study Position Description**  
**Welcome Programs Assistant**

**Foundation for International Understanding Through Students (FIUTS)**  
**Job Number: 75FIUT02**

**Job Location** 909 NE 43rd St Ste 210 Seattle, WA 98105

**Pay Rate** \$18/hr

**Employment Period** Summer, Academic Year

**Hours Per Week:** Academic Year: Part time; Summer: Part time or full time

**Contact Supervisor** Era Schrepfer

**Phone Number** (206) 437-8056

**Email Address** [era@fiuts.org](mailto:era@fiuts.org)

**Website** [www.fiuts.org](http://www.fiuts.org)

**Nature of Organization**

The Foundation for International Understanding Through Students (FIUTS) advances international understanding through cross-cultural experiences, student leadership, and community connections. Founded at the University of Washington in 1948, FIUTS promotes engagement between international students and members of the Puget Sound community, building bonds of friendship that extend beyond borders and stereotypes and inspires a new generation of leaders.

**Nature of Position**

The **Welcome Programs Assistant** plays a key supporting role in FIUTS programs that provide transition support, social integration, and enrichment to new international students and scholars arriving in the greater-Seattle area each quarter. Tasks support a variety of activities, including answering student inquiries, offering information sessions for new students, and coordination of large and small-scale social events. The Welcome Programs Assistant is a key member of the FIUTS staff team, helping to ensure that program activities are in line with FIUTS' mission to inspire international awareness and understanding.

**Duties and Responsibilities**

Duties Include:

- Provide support to the Manager of Student Programs in preparation and delivery of international student welcome programming.

- Answer incoming email and phone inquiries from incoming students and families
- Orient and train student volunteers for a variety of positions
- Support the creation of presentations and other welcome materials
- Support the FIUTS membership program with outreach, program communications, and event coordination
- Utilize social media to communicate with new students preparing to attend the UW
- Collaborate with staff, interns, and office volunteers
- Serve as a member of the staff team at events and programs
- Perform basic data entry in databases and spreadsheets and support program evaluation
- Assist other staff members with projects as assigned.

### **Minimum Qualifications**

- Interest in cross cultural programs and education.
- Knowledge of the Seattle area.
- Experience communicating with a wide variety of people.
- Comfort coordinating and training college age volunteers.
- Ability to balance multiple priorities and work with minimum supervision.
- Demonstrated public speaking ability.
- Creative, resourceful, and calm under pressure.
- 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 do creative and impactful work in an education setting outside of the classroom, and 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 fill out the form at [airtable.com/shrqUyTcp20zc1Ctm](https://airtable.com/shrqUyTcp20zc1Ctm). Resume and cover letter will be required. Preference will be given to candidates with the potential to stay for one year or more, but feel free to apply even if this is not true for you.