



**Work Study Position Description – Two Positions Available  
Foundation for International Understanding Through Students (FIUTS)**

**Job Title: Summer Activities Assistant 2024**

**Job Location** FIUTS Office: 909 NE 43<sup>rd</sup> Street, Seattle, WA 98105

Also: UW Seattle campus, UW Bothell campus, and throughout the city on excursions

**Pay Rate** \$20/hour

**Employment Period** Summer, Academic Year

**Hours Per Week** 12-19.5 hrs/wk or full-time summer

**Contact Supervisor** Era Schrepfer

**Phone Number** 206-437-8056

**Email Address** era@fiuts.org

**Website** 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. FIUTS builds a diverse and active global community, engages students and community members in dialogue and exchange, and promotes citizen diplomacy in the Puget Sound region. A nonprofit organization founded in 1948, FIUTS has been creating opportunities for international exchange in our region for more than 75 years. For more information about FIUTS, visit [www.fiuts.org](http://www.fiuts.org).

**Nature of Position**

This position will serve as a member of the FIUTS staff team, supporting group activities and excursions with different groups of students, ranging from university students studying at local campuses to youth on short-term programs in the Seattle area.

**Duties and Responsibilities**

Duties include:

- Work with other staff to lead local excursions for international groups around the Seattle area.
- 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.

- Promote FIUTS programs, mission, and current events through word of mouth and social media.
- Prepare signage and event materials.
- Collaborate with staff, interns, and office volunteers to maintain clear procedures and policies for FIUTS activities.
- 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
- Support the production of the FIUTS Weekly E-news, communicating with more than 14,000 UW students, staff, and alumni.
- Other duties as needed

### **Minimum Qualifications**

- Interest in international relations, cross cultural programs, and education.
- Experience listening and speaking with people with different language levels.
- 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 planning and executing events and leading in a cross-cultural setting. In addition to specific job duties, work study employees at FIUTS have opportunities to learn and practice other nonprofit professional skills, including planning, fundraising, communications, social media, etc.

### **How to Apply**

Please send a resume and cover letter to:

Era Schrepfer, Executive Director

[era@fiuts.org](mailto:era@fiuts.org)

Please indicate expected graduation date and available start date for employment. Preference will be given to candidates with the potential to stay for one academic year or more.