



WORK STUDY JOB DESCRIPTION

Position Title:	United Way Work Study
Reports To:	Director of Community Building and Impact
FLSA Status:	5-20 hours/week; flexible
Approval Date:	

POSITION SUMMARY:

The United Way Work Study Student is responsible for supporting the overall operations of United Way of Dubuque Area Tri-States. They will be responsible for some day-to-day tasks as well as ongoing projects to help move the agency’s mission forward. Located 5 minutes from campus with free parking. Below is a list of potential job duties depending on skill, availability, and need.

KEY AREAS OF RESPONSIBILITY:

General

- Greet people as they enter and assist them with finding needed resources.
- Review daily newspaper and/or social media sites for relevant information (obituaries, mentions of UW, funded partner successes or other mentions of business partners etc.).
- Assist with office organization (light filing, stocking office materials, emptying garbages, etc.).
- Assist with data entry.
- Assist with agency mailings.

Other potential duties, depending on skills and number of work hours available:

- Assist with workplace campaigns (prepare materials, arrange drop off and/or pick up materials, etc.).
- Assist with agency events (prepare supplies, arrange drop off and/or pick of materials, etc.).
- Assisting with social media pages (suggest and/or create relevant content).
- Assist with data and information collection for important community needs and/or resources.

All other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work independently after direction provided.
- Strong verbal and written communication skills.
- Phone skills are a huge plus!
- Flexibility and ability to manage multiple projects effectively.
- Ability to respond appropriately to the most sensitive inquiries or complaints.
- Ability to adhere to strict confidentiality.
- Initiative and strong work ethic.
- Ability to always represent United Way in a professional manner.

MINIMUM QUALIFICATIONS:

Preferred social or human services background or working on a social or human services degree.

Organizational skills.

Basic computer skills (Microsoft Word, PowerPoint, Excel) and web-based applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

Physical demands are typical of the activities generally involved in performing the essential functions of United Way Work Study. The work study staff will need to talk, hear, operate a computer keyboard, and lift files, reports, and boxes up to 40 lbs. The work study staff will have exposure to glare computer screen. Reasonable accommodations will be made.

WORK STUDY STUDENT ACKNOWLEDGEMENT:

I confirm that I have received a copy of this job description and acknowledge my responsibility to review it and to discuss and questions with my supervisor.

Employee Name: _____

Signature: _____ Date: _____

The statements contained herein reflect general details as necessary to describe the principal functions of the job, level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements.