The Associated Students of the University of Washington Tacoma (ASUWT) is in search of a motivated team player and self starter to join our inclusive team. We are an ambitious team and will be pursuing diverse and elaborate projects in order to serve all UW Tacoma students and our greater community.

**Job Title:** Election Administration Chair  
**Rate of Pay:** $12.50 per hour  
**Hours per week:** Autumn (5 hours), Winter (10 hours), Spring (15 hours)  
**Employment Period:** November 19th 2018 to June 15th, 2019

**Duties and Responsibilities:**
- Raise awareness of ASUWT Student Government, Elections, and Voting
- Educate Student Government candidates of ASUWT election process
- Regulate fair election in accordance with the ASUWT Constitution and Bylaws
- Hold Election Forums and polling sites on campus
- Chair the Election Administration Committee
- Carry out responsibilities outlined in the ASUWT Constitution and Bylaws

**Minimum Qualifications:**
- Current UW Tacoma student in good standing
- Strong ability to build positive relationships and work well as part of the team
- Prompt, diligent, and respects confidentiality
- Able to work in diverse group of students, faculty, staff, and community
- Minimum GPA 2.5

Please submit a cover letter and resume to April Lai, Director of Finance (asuwtfin@uw.edu) by 5pm on November 9th, 2018. We will contact candidates to schedule an interview by November 2nd, 2018.