**Position Description:** Documentary Center Staff Support

**Salary:** $13 per hour

**Desired Start Date:** November 1, 2018

**Approximate Hours Per Week:** 8-10 on Tuesdays and/or Thursdays.

**Position Type:** Part-Time, GW On Campus FWS

**Position Functions:** Administrative, Clerical, Document Management, and Basic Technical Support

**Office:** The Documentary Center, a division of the School of Media and Public Affairs

**Environment Background:** The Documentary Center at GW is in search of a work-study student to support our office in clerical and administrative capacities.

**Job Summary:** The qualified individual will support the Director of The Documentary Center in on-going administrative and clerical tasks to support Center initiatives and the annual certificate program - the Institute for Documentary Filmmaking.

**Qualities Required:** dependable; highly organized; good communication and technical research skills; working knowledge of Microsoft Word and Excel.

**Minimum Qualifications:**

- Federal Work Study recipient
- Excellent communication skills and a professional attitude
- High level of organization and dependability
- Must be able to lift 20 pounds
- Legally authorized to work in the United States and will not now or in the future require employer sponsorship for employment
- Interest in History, Media or Documentary Filmmaking

**Desired Qualifications:**

- Student must be able to work at least 8-10 hours/week on Tuesdays and/or Thursdays. May be able to work remotely dependent upon tasks assigned.
- Highly organized with basic skills in administrative and clerical skills
- Ability to coordinate multiple requests in a timely manner
**Duration:**
Through Spring Semester 2019

**Location:**
805 21st NW, Washington DC 20052

**Requested Documents:**
Resume
Cover Letter
Fall Class schedule

**Contact Information:**
If you think you would be a good fit for our Center, email the requested documents and a short introduction to Documentary Center Director, Nina Seavey at seavey@gwu.edu