

University of Washington Work Study Job Description

Work Study Administration, Office of Student Financial Aid

Name of Organization: Capitol Hill Housing Improvement Program (CHHIP)

Job Location: 1406 – 10th Avenue, Suite 101

City: Seattle

State: WA

Zip: 98122

Metro Route Serving this Location: #2 directly, other routes nearby on Broadway & 12th Ave.

Job Title of This Position: Property Development Assistant

Number of Positions Available: one

Nature of Business or Organization: Founded in 1976, CHHIP is a community-based, nonprofit housing development and management corporation legally organized as a Public Development Authority. CHHIP currently manages nearly 1000 units in 39 buildings, with 62 units in 2 projects currently under development.

Duties and Responsibilities: Assist housing development staff with a broad range of activities related to project development and implementation of City/State/Federal housing policies, particularly preparation of project funding applications and documentation of project information and financing requirements.

Minimum Qualifications:

- Master's Degree candidate in Evans School of Public Affairs or Department of Urban Design and Planning
- Strong interest in affordable housing issues

Educational Benefits: Opportunity for hands-on experience with financing and development of actual affordable housing projects, and the chance to compare theory and practice as they relate to affordable housing in Seattle neighborhoods.

Hourly Pay Rate (indicate a range) \$ <u>12</u> to \$ <u>15</u>	Period of Employment (Please specify "Summer Only," "Academic Year Only," or "Both Summer and Academic Year"): <u>both summer and academic year</u> Hours Per Week: Summer (40 hours/week full-time, up to 19 hours part-time) <u>10-15</u> Academic Year (19 hours/week maximum) <u>10-15</u>
Person to Contact Regarding this Position: Susan Cary Director of Property Development	Phone # 206-329-7303 E-mail: scary@chhip.org Website: N.A. (in process)

Requested Students

If you know of particular students awarded Work Study whom you would like to hire, list those students' names and social security numbers below. This job description will not be made available to other students if the number of students listed below equals the number of positions available, or unless you specifically request it. **It is the employer and student's responsibility to verify Work Study eligibility.**

Please provide the following information and signatures.

Name of person responsible for completing off campus time sheets for Work Study students: Susan Cary	Phone Number: 206-329-7303
IRS Tax Number of Organization: EIN 91-0979968	

I understand and agree to comply with the employer requirements as stated in the *Work Study Employer Contract / Agreement*.

Chuck Weinstock, Executive Director

Date

Name of Organization: Capitol Hill Housing Improvement Program	<div style="border: 1px solid black; padding: 5px;"><p>(For Work Study Office use)</p><p>Job Number</p> <p>Reimbursement Rate</p><p>_____ %</p><p>Federal State</p></div>
Mailing Address: same as above (Where reimbursement should be sent if different from workplace address)	
City: State: Zip:	

**EMAIL THIS POSITION
AS AN ATTACHMENT TO:**
uworkstu@u.washington.edu

Then, you must print and mail page 2 to:

Work Study Administration
University of Washington
172 Schmitz Hall, Box 355882
Seattle, WA 98195-5882
Phone (206) 685-1985

Jobs cannot be approved without a signed copy of page 2

Job Description approved by: _____	_____
University of Washington Representative	Date