

## **Part-time Administrative Assistant Position in Educational Interface Design**

Applications are invited for a part-time Administrative Assistant position to assist with organizing support for our research and teaching activities. Incaa Designs is a Seattle-area 501(c)3 nonprofit scientific organization that researches, designs, and evaluates innovative new educational interfaces. Its scientists are internationally known for their human-computer interaction and interface design research on multimodal, mobile, speech, pen-based and educational interfaces. We currently have an opening for someone with a minimum of a Bachelor's degree and two years previous work experience, preferably in a research organization or academic setting. The ideal candidate would have excellent communication and writing skills, strong interpersonal and multidisciplinary teamwork skills, basic accounting experience, web maintenance skills, some experience with travel and event planning, and a strong interest in education and research. He or she also should have experience with basic Office software and Excel. For further information or to apply via email, contact Sharon Oviatt at [oviatt@incaadesigns.org](mailto:oviatt@incaadesigns.org). To apply, please submit a resume and names and contact information (phone and email) for 3 references. Women, minority, and disabled applicants are especially encouraged to apply.