

JOB TITLE	Student Assistant
DEPARTMENT NAME	Aeronautics & Astronautics
JOB LOCATION	120 AERB and/or 211 Guggenheim
CONTACT/SUPERVISOR	Lynn Catlett
PHONE NUMBER	206-616-1116
EMAIL ADDRESS	lcattlett@u.washington.edu
BOX NUMBER	352400
EMPLOYMENT PERIOD	Summer Only [<input type="checkbox"/>] Sum & Acad Year [<input checked="" type="checkbox"/>] Acad Year Only [<input type="checkbox"/>]
HOURS PER WEEK	Sum: 40 hrs/wk [<input checked="" type="checkbox"/>] up to 19 hrs/wk [<input type="checkbox"/>] Acad Yr: up to 19 hrs/wk [<input checked="" type="checkbox"/>]
RATE OF PAY	\$10.00 (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

Sort, file, and coordinate accounting documentation (purchase orders, packing slips, BAR/BSRs, etc.)
 Assist fiscal staff with projects such as making copies, distributing correspondence, running errands, processing surplus, and conducting inventory.
 Receive packages and notify recipients, sort mail, and deliver express mail and small items of freight.
 Using campus retention schedule, archive and/or purge records of fiscal office and former research center.

Minimum Qualifications:

Patience and attention to detail
 Ability to classify contents of files and documents according to a complex set of rules/directions

Educational Benefits:

Learn business office practices and management, and how they support teaching and research
 Opportunity to observe and interact with students at various levels of study and involvement with research (guide and reality check for student's own career)
 Opportunity to observe current research in various disciplines

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0881 0882 0883
 51% Comp. to Classified: Yes [] No []
 State [] Federal []
 Open [] Closed []

JOB NUMBER:

11AEAS01

JOB CATEGORY:

OFFICE/ADMIN