

<b>JOB TITLE</b>	Student Assistant		
<b>DEPARTMENT NAME</b>	Aeronautics and Astronautics		
<b>JOB LOCATION</b>	211 Guggenheim Hall		
<b>CONTACT/SUPERVISOR</b>	Wanda Frederick		
<b>PHONE NUMBER</b>	206-616-1113	(Complete 10-digit number)	
<b>EMAIL ADDRESS</b>	wanda@aa.washington.edu		
<b>BOX NUMBER</b>	352400		
<b>EMPLOYMENT PERIOD</b>	Summer Only [ ]	Sum & Acad Year [ X ]	Acad Year Only [ ]
<b>HOURS PER WEEK</b>	Sum: 40 hrs/wk [ ]	up to 19 hrs/wk [ X ]	Acad Yr: up to 19 hrs/wk [ X ]
<b>RATE OF PAY</b>	\$10	(Compliance with current UW Student Pay Schedule)	

**Duties and Responsibilities:**

Assist with student admission process; data collection and data entry; respond to e-mail and phone inquiries; assist with special events (orientation, receptions, etc.); schedule appointments; provide general clerical support (create documents in Word/Excel; filing, photocopying, typing, correspondence, etc.); run errands; serve as back-up to receptionist (answer phones, greet visitors).

**Minimum Qualifications:**

HS Diploma; six months clerical/office experience preferred. Strong verbal and written communication skills. Good organizational skills. Discretion dealing with students, faculty and the public. Must be reliable, and pay attention to detail while working in a fast-paced environment. Experience using advance features of Word and Excel preferred. FileMaker Pro experience a plus.

**Educational Benefits:**

Learn business office practices and management, and how they support teaching and research. Opportunity to interact with students and faculty.

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**OFFICE USE ONLY**

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

**JOB NUMBER:**

11AEAS04

**JOB CATEGORY:**

OFFICE/ADMIN