

JOB TITLE	Office Assistant Special Events	
DEPARTMENT NAME	Architecture	
JOB LOCATION	208 Gould Hall	
CONTACT/SUPERVISOR	Shanna Sukol	
PHONE NUMBER	206-685-8406	(Complete 10-digit number)
EMAIL ADDRESS	shannas@u.washington.edu	
BOX NUMBER	355720	
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 type="checkbox"/>] up to 19 hrs/wk [<input checked="" type="checkbox"/>] Acad Yr: up to 19 hrs/wk [<input type="checkbox"/>]	
RATE OF PAY	\$8.50/hr (Compliance with current UW Student Pay Schedule)	

Duties and Responsibilities:

Coordinate exhibits, special programs, departmental and classroom reviews, and other events as assigned by the manager and general office duties as assigned by the manager.

Minimum Qualifications:

Proficient on Macintosh computer software, i.e. Excel, Work, Pagemaker, and general office work. Must be willing to learn computer skills as needed. Flexibility and a sense of humor is appreciated.

Educational Benefits:

Organizational skills, interpersonal skills, teamwork and flexibility.

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0881 0882 0883

51% Comp. to Classified: Yes [] No []

State [] Federal []

Open [] Closed []

JOB NUMBER:

11ARCH01

JOB CATEGORY:

OFFICE/ADMIN