

JOB TITLE	Student Assistant		
DEPARTMENT NAME	Attorney General's Office		
JOB LOCATION	4333 Brooklyn Ave NE 18 th floor		
CONTACT/SUPERVISOR	Kay Kinghammer		
PHONE NUMBER	206-543-4150	(Complete 10-digit number)	
EMAIL ADDRESS	kkingh@u.washington.edu		
BOX NUMBER	359475		
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	Start at \$8.55	(Compliance with current UW Student Pay Schedule)	

Duties and Responsibilities:

Answer a multi-line phone in a professional manner. General office duties to include typing, filing, data input, copying, document editing, and making deliveries to other UW offices.

Minimum Qualifications:

Confidentiality – This is very important. Experience using MS Office Program, especially Word, Excel, and Access. Experience in an office setting. Must be available to work between 8am to 5pm Monday through Friday, maximum number of hours per week during the academic year is 19, minimum is 10. During the summer, we are looking for a person to work a 40 hour week. Desired qualities: Good organizational skills, attention to detail, team oriented, deadline oriented, self-motivation.

Educational Benefits:

Experience in a law office. This is an especially good position for students who are considering a future in a legal profession.

OFFICE USE ONLY

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

JOB NUMBER:

11ATTG02

JOB CATEGORY:

OFFICE/ADMIN