

JOB TITLE	Student Assistant
DEPARTMENT NAME	Autism Center
JOB LOCATION	CHDD
CONTACT/SUPERVISOR	Kendra Van Dusen
PHONE NUMBER	206- 543-4255 (Complete 10-digit number)
EMAIL ADDRESS	Kendra13@u.washington.edu
BOX NUMBER	357920
EMPLOYMENT PERIOD	Summer Only [] Sum & Acad Year [X] Acad Year Only []
HOURS PER WEEK	Sum: 40 hrs/wk [] up to 19 hrs/wk [X] Acad Yr: up to 19 hrs/wk [X]
RATE OF PAY	9.00-11.00 (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

We are looking for an organized self-starter, who will be responsible for maintaining the clinic file system, setting up new client charts, sending out reports to families, copying, mail processing & front desk work. A good applicant would have strong attention to detail, excellent time management and is great at multi-tasking.

Minimum Qualifications

- Proficient in Microsoft Word, database familiarity helpful.
- Excellent writing, proofreading, editing, filing, and organizational skills.
- Interested in pursuing a career in Education or Psychology.
- Demonstrated ability to exhibit high degree of confidentiality.

Educational Benefits:

This is a great experience to work in a clinical setting where children with Autism Spectrum Disorder (ASD) receive diagnostic testing and intervention.

OFFICE USE ONLY

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

JOB NUMBER:

11AUTC01

JOB CATEGORY:

SCIENCE/HEALTH