

<b>JOB TITLE</b>	Student Assistant
<b>DEPARTMENT NAME</b>	Benefits & WorkLife Office
<b>JOB LOCATION</b>	Staff Services Bldg, 3903 Brooklyn Ave
<b>CONTACT/SUPERVISOR</b>	Tracy Knotts
<b>PHONE NUMBER</b>	206-685-0586
<b>EMAIL ADDRESS</b>	<a href="mailto:tracyk2@u.washington.edu">tracyk2@u.washington.edu</a>
<b>BOX NUMBER</b>	355660
<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>	\$10.00

**Duties and Responsibilities:**

Assist with clerical duties in the Benefits & WorkLife Office: Sorting and filing various documents, establishing and preparing new files/categories within established filing systems. Retrieve and archive files as requested. Fill in at front reception desk as needed, perform data entry tasks and operate office equipment such as computer/word processor, copy and fax machines. Other general office duties as assigned.

**Minimum Qualifications:**

Attention to detail, accuracy, and ability to manage multiple projects  
 Experience on computers in a Windows environment  
 Customer service experience  
 Good communication skills  
 Experience in an office clerical environment

**Educational Benefits:**

Gain experience in a large and complex business office, with high volume operations. Exposure to Human Resources, and an ability to gain practical work experience in customer service and office administration.

**OFFICE USE ONLY**

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

**JOB NUMBER:**

11BENE01

**JOB CATEGORY:**

OFFICE/ADMIN