

<b>JOB TITLE</b>	Office helper
<b>DEPARTMENT NAME</b>	Biology
<b>JOB LOCATION</b>	523 Hitchcock
<b>CONTACT/SUPERVISOR</b>	Chloe Deodato
<b>PHONE NUMBER</b>	206-543-1627
<b>EMAIL ADDRESS</b>	chloed@u.washington.edu
<b>BOX NUMBER</b>	351800
<b>EMPLOYMENT PERIOD</b>	Summer Only [ <input type="checkbox"/> ]      Sum & Acad Year [ <input checked="" type="checkbox"/> ]      Acad Year Only [ <input checked="" type="checkbox"/> ]
<b>HOURS PER WEEK</b>	Sum: 40 hrs/wk [ <input type="checkbox"/> ]    up to 19 hrs/wk [ <input checked="" type="checkbox"/> ]      Acad Yr: up to 19 hrs/wk [ <input checked="" type="checkbox"/> ]
<b>RATE OF PAY</b>	\$10/hr                      (Compliance with current UW Student Pay Schedule)

**Duties and Responsibilities:**

Work directly with Professor to maintain and organize her office for 4 hours/week.  
Other duties include filing papers, generating budget spending reports, assisting with various types of data analysis and presentations.

**Minimum Qualifications:**

Must have good grasp of word processing and data spreadsheet programs such as Word and Excel.  
Data analysis, writing, proofreading, editing, and filing skills.  
Should be organized, detail-oriented, and an independent worker.  
Must have completed at least 5 credits in W courses.

**Educational Benefits:**

Excellent introduction to administrative assistant work and data analysis.

**OFFICE USE ONLY**

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

**JOB NUMBER:**

11BIOL10

**JOB CATEGORY:**

OFFICE/ADMIN