JOB TITLE	Budget and Stockroom Assistant
DEPARTMENT NAME	Biology
JOB LOCATION	106 Kincaid Hall
CONTACT/SUPERVISOR	Yen Lai
PHONE NUMBER	206-543-1639
EMAIL ADDRESS	yenlai@u.washington.edu
BOX NUMBER	351800
EMPLOYMENT PERIOD	**Summer Only** [ ] **Sum & Acad Year** [X] **Acad Year Only** [ ]
HOURS PER WEEK	**Sum:** 40 hrs/wk [40] up to 19 hrs/wk [ ] **Acad Yr:** up to 19 hrs/wk [19]
RATE OF PAY	9.00/hr (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

Assist the Budget and Stockroom Managers with filing, copying, data entry, departmental mail sorting, and receiving and delivering of packages.

Additional duties will include special projects as assigned.

Minimum Qualifications:

Good communication skills, timeliness, conscientiousness, and thoroughness. Must be able to keep to set schedule. Must be able to work at least 10 hrs/wk. Preference for availability through next academic year.

Educational Benefits:

Develop skills to multi-task and be successful in a high volume environment.

OFFICE USE ONLY

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

Open [ ] Closed [ ]

JOB NUMBER: 11BIOL29

JOB CATEGORY: OFFICE/ADMIN