

JOB TITLE	Student Assistant		
DEPARTMENT NAME	Biobehavioral Nursing and Health Systems		
JOB LOCATION	Health Sciences Building, T-wing, School of Nursing		
CONTACT/SUPERVISOR	Victoria Harrell (T601)		
PHONE NUMBER	206-616-4719	(Complete 10-digit number)	
EMAIL ADDRESS	vharrell@u.washington.edu		
BOX NUMBER	357266		
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 type="checkbox"/>]	up to 19 hrs/wk [<input checked="" type="checkbox"/>]	Acad Yr: up to 19 hrs/wk [<input checked="" type="checkbox"/>]
RATE OF PAY	\$9.00/hour DOE (Compliance with current UW Student Pay Schedule)		

Duties and Responsibilities:

Under the direction of department staff, perform support duties for faculty and staff. Duties range from routine photocopying, faxing, and word processing to more complex tasks, including but not limited to: data entry and analysis, computer support, and advanced record management. Assignment of specific duties will vary with skill and commitment. Work independently and pro-actively, prioritize work, and initiate action as required to meet deadlines.

Minimum Qualifications:

Must be able to balance competing demands. Good attention to detail, including proofreading, editing, filing skills. Experience with office software such as Word and Excel a definite bonus.

Educational Benefits:

Provides excellent workplace training and a relatively flexible schedule.

OFFICE USE ONLY

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

JOB NUMBER:

11BNHS03

JOB CATEGORY:

OFFICE/ADMIN