

JOB TITLE	Office Assistant
DEPARTMENT NAME	Office of Academic Affairs
JOB LOCATION	UW Bothell
CONTACT/SUPERVISOR	Dinah Aldrich
PHONE NUMBER	425.352.3276
EMAIL ADDRESS	daldrich@uwb.edu
BOX NUMBER	358522
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	\$13 (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

1. Create and update e-newsletter, website and blackboard content.
2. Prepare written materials, including documents, spreadsheets and display materials.
3. Assist with maintenance of project files and archives.
4. Assist with research and implementation for OAA projects and events.
5. Provide administrative support for the OAA as needed.

Minimum Qualifications:

1. Currently enrolled UW Bothell student.
2. Excellent writing, editing and organizational skills. Attention to detail is important.
3. Website maintenance experience,
4. Experience with Microsoft Office programs, including Word and Excel
5. Background in communications, marketing or public relations preferred.

Educational Benefits:

Student will gain customer services skills working with staff and faculty at all levels and will have the opportunity to learn new computer skills with direct application to work expectations.

OFFICE USE ONLY

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

JOB NUMBER:

11BOTH01

JOB CATEGORY:

OFFICE/ADMIN