

JOB TITLE	MBA Student Assistant
DEPARTMENT NAME	Business
JOB LOCATION	UW1 Room 381
CONTACT/SUPERVISOR	Don Whitney, Manager, MBA Admissions & Student Services
PHONE NUMBER	425-352-5434 (Complete 10-digit number)
EMAIL ADDRESS	whitneyd@uwb.edu
BOX NUMBER	358533
EMPLOYMENT PERIOD	Summer Only [] Sum & Acad Year [X] Acad Year Only [X]
HOURS PER WEEK	Sum: 40 hrs/wk [] up to 19 hrs/wk [X] Acad Yr: up to 19 hrs/wk [X]
RATE OF PAY	\$8.55 – 18.29 (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

General Office Duties 14-19 hour/week.

Assist with MBA admissions and student services including the development and maintenance of confidential admissions and advising folders. Perform data entry in database or spreadsheets, filing, copying and other office support for the Technology MBA-Bothell and Leadership MBA-Bellevue Programs. Assist staff with various projects including Leadership Speaker Series, orientations and social activities. Other duties as assigned.

Flexible work hours. Learn quickly, work with limited supervision, maintain confidentiality, strong communication and computer skills, and attention to detail.

Minimum Qualifications:

Experience working with MS Office Suite including Outlook. Proficiency in Excel is desired.

Educational Benefits:

To gain experience working with a team, to learn office procedures, and learn to work well in a professional setting and with the public.

OFFICE USE ONLY

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

JOB NUMBER:

11BOTH07

JOB CATEGORY:

OFFICE/ADMIN