

JOB TITLE	Student Assistant
DEPARTMENT NAME	Education Program, UW Bothell
JOB LOCATION	Education Program, UW Bothell, UW2-305
CONTACT/SUPERVISOR	Hayley Hillson, Manager
PHONE NUMBER	425 352 5331 (Complete 10-digit number)
EMAIL ADDRESS	hhillson@bothell.washington.edu
BOX NUMBER	358531
EMPLOYMENT PERIOD	Summer Only [] Sum & Acad Year [] Acad Year Only [X]
HOURS PER WEEK	Sum: 40 hrs/wk [] up to 19 hrs/wk [] Acad Yr: up to 19 hrs/wk [X]
RATE OF PAY	\$10.00 (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

Perform varied and complex duties involving a high degree of responsibility and judgment. Assist with file organization and maintenance, assist with mailings, assemble packets, monitor and order office supplies via e-procurement, collect and file quarterly course syllabi, sort mail, maintain and update student mailboxes, photocopying, data entry, greet students and general public.

Minimum Qualifications:

Ability to work with limited supervision, attention to detail, maintain confidentiality, strong communication skills, and computer familiarity.

Educational Benefits:

Gain experience working a non-profit organization in an academic setting, working with students, staff, and faculty from diverse backgrounds.

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0881 0882 0883

51% Comp. to Classified: Yes [] No []

State [] Federal []

Open [] Closed []

JOB NUMBER:

11BOTH08

JOB CATEGORY:

OFFICE/ADMIN