

<b>JOB TITLE</b>	Student office Assistant (#1)
<b>DEPARTMENT NAME</b>	Student Affairs
<b>JOB LOCATION</b>	Student Affairs, Bothell UW1 160
<b>CONTACT/SUPERVISOR</b>	Kim Metcalfe
<b>PHONE NUMBER</b>	425-352-5227
<b>EMAIL ADDRESS</b>	kmetcalf@uwb.edu
<b>BOX NUMBER</b>	358500
<b>EMPLOYMENT PERIOD</b>	Summer Only [ ]      Sum & Acad Year [ X ]      Acad Year Only [ ]
<b>HOURS PER WEEK</b>	Sum: 40 hrs/wk [ X ]    up to 19 hrs/wk [ X ]      Acad Yr: up to 19 hrs/wk [ X ]
<b>RATE OF PAY</b>	\$12.00 to start                      (Compliance with current UW Student Pay Schedule)

**Duties and Responsibilities:**

Assisting Reception, answering phones and helping students and staff at the counter. Inputting caller's requests for information into the database. Assembling packets for mailing. Copying forms and other information as needed. Making appointments for UWB Advisors. Helping students learn how to use MyUW and fill out University forms.

**Minimum Qualifications:**

Requires ability to work with the public with attention to excellent customer service. Needs to be familiar with computers, to take directions and work as a team, which is essential for this position. Basic knowledge of copiers, phone skills and etiquette. Needs excellent communication skills. Must be comfortable with public speaking and be able to multi-task. Must be able to work with people of diverse background. Must be able to take direction and work in a team environment. Must be able to stay on task and be on time.

**Educational Benefits:**

Working within a professional team environment. Learn basic office skills and knowledge. Experience working in the higher-education system. Working with computer database.

**OFFICE USE ONLY**

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

**JOB NUMBER:**

11BOTH13

**JOB CATEGORY:**

OFFICE/ADMIN