

<b>JOB TITLE</b>	Student Office Assistant-Operations
<b>DEPARTMENT NAME</b>	Division of Enrollment Management
<b>JOB LOCATION</b>	UW Bothell, UW1 Room 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 [ ]      up to 19 hrs/wk [ X ]      Acad Yr: up to 19 hrs/wk [ X ]
<b>RATE OF PAY</b>	\$10-\$12 Per hour

**Duties and Responsibilities:**

Assisting Reception; answering phones and helping students, staff and faculty at the Welcome Desk; making appointments, directing visitors, assisting with campus information. Data input to the recruitment database (Recruitment Plus). Assembling recruitment packets and materials. Making copies and helping with mailings. Making appointments for recruitment advisors. Assisting students how to use MyUW and fill out university forms. Relieving classified staff for breaks and lunches.

**Minimum Qualifications:**

Requires the ability to work with the public with attention to excellent customer service. Needs to be proficient with computers, to take direction and work in a team environment, 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 from diverse backgrounds.

**Educational Benefits:**

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

Updated 8/09 km

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**OFFICE USE ONLY**

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

**JOB NUMBER:**

<b>11BOTH13</b>
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**JOB CATEGORY:**

OFFICE/ADMIN
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