

JOB TITLE	Student Office Assistant		
DEPARTMENT NAME	Bothell Campus/Public Relations and Communications		
JOB LOCATION	Public Relations and Communications, UW 1 281		
CONTACT/SUPERVISOR	Lisa Walker		
PHONE NUMBER	425-352-3642	(Complete 10-digit number)	
EMAIL ADDRESS	lwalker@uwb.edu		
BOX NUMBER	358528		
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 type="checkbox"/>
RATE OF PAY	\$10.00	(Compliance with current UW Student Pay Schedule)	

Duties and Responsibilities:

Assist Commencement Coordinator with daily tasks of preparing and planning for the 17th annual commencement ceremony. Assist with planning Grad Fair and Announcement Fair. Responsible for typing, filing, answering phones and input information into database. Make photo copies, assemble, coordinate and distribute instruction packets, student packets and prepare information for mailings. Run errands related to commencement ceremony and other duties as assigned. May include occasional nights and/or weekends.

Minimum Qualifications:

Must have strong organizational, communication and time management skills. Needs to have great people skills, be friendly and outgoing. Requires general knowledge of office functions and computer skills including Microsoft Word, Excel and Access. Must be able to lift up to 30 lbs.

Educational Benefits:

Working within a professional team environment. Experience with event planning. Learn basic office skills and procedures. Experience working in the higher-education system.

OFFICE USE ONLY

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

JOB NUMBER:

11BOTH14

JOB CATEGORY:

OFFICE/ADMIN
