

<b>JOB TITLE</b>	<b>Student Assistant</b>
<b>DEPARTMENT NAME</b>	UWB Center for University Studies and Programs
<b>JOB LOCATION</b>	UWB, Room UW2 - 030
<b>CONTACT/SUPERVISOR</b>	Annie Brelsford, Program Coordinator
<b>PHONE NUMBER</b>	425-352-3427 or 425-352-3670
<b>EMAIL ADDRESS</b>	CUSP@uwb.edu
<b>BOX NUMBER</b>	358563
<b>EMPLOYMENT PERIOD</b>	Summer Only [ <input type="checkbox"/> ]      Sum & Acad Year [ <input checked="" type="checkbox"/> ]      Acad Year Only [ <input type="checkbox"/> ]
<b>HOURS PER WEEK</b>	Sum: 20 hrs/wk [ <input checked="" type="checkbox"/> ]      up to 19 hrs/wk [ <input checked="" type="checkbox"/> ]      Acad Yr: up to 19 hrs/wk [ <input type="checkbox"/> ]
<b>RATE OF PAY</b>	\$10.25/hr      (Compliance with current UW Student Pay Schedule)

**Duties and Responsibilities:**

- Filing, data entry, copying and other office support as needed for the CUSP program office.
- Assist staff with various projects (web page updates, FAQ page updates, develop Advising tools, produce charts in Excel, and many other wonderful learning experiences).
- Provide back-up for reception: answer phones, greet students & general public as needed.
- Other duties as assigned.
- Flexible work hours, availability on Fridays strongly preferred.

**Minimum Qualifications:**

- Eligible Work Study (Financial Aide) and non Work Study are encouraged to apply.
- Strong communication and computer skills with attention to detail
- Office experience a plus
- Competent user of Microsoft Office Suite and Outlook

**Educational Benefits:**

- Develop critical thinking skills in creating processes for performing tasks
- Enhance teamwork skills
- Improve skills in computer applications

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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:**

11BOTH17

**JOB CATEGORY:**

OFFICE/ADMIN