

JOB TITLE	Student Office Assistant Admissions
DEPARTMENT NAME	Division of Enrollment Management
JOB LOCATION	UW Bothell, Room 160
CONTACT/SUPERVISOR	Kim Metcalfe/Crystal Buchholz
PHONE NUMBER	425-352-5227
EMAIL ADDRESS	kmetcalf@uwb.edu/cbuchholz@uwb.edu
BOX NUMBER	358500
EMPLOYMENT PERIOD	Summer Only [] Sum & Acad Year [X] Acad Year Only []
HOURS PER WEEK	Sum: 40 hrs/wk [X] up to 19 hrs/wk [X] Acad Yr: up to 19 hrs/wk [X]
RATE OF PAY	\$10-\$12

Duties and Responsibilities:

Assisting the Admissions, duties include data entry, filing, answering phones, making copies, customer service, general office work, and other duties as assigned. We are looking for a person who is organized, has strong computer and problem solving skills and is detail oriented. We are a fun office and put great emphasis on customer service and working together as a team.

Minimum Qualifications:

Requires the ability to work with diverse populations and 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. Attention to accuracy and detail is critical. Basic knowledge of copiers, phone skills and etiquette. Needs to have excellent communication skills, be comfortable speaking with the public and be able to multi-task. Must be able to stay on task and be punctual.

Educational Benefits:

Working within a professional team environment. Learn basic office skills and knowledge of university procedure and policy. Experience working in the higher-education system. Working with computer databases.

OFFICE USE ONLY

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

JOB NUMBER:

11BOTH18

JOB CATEGORY:

OFFICE/ADMIN