

JOB TITLE	Student Office Assistant		
DEPARTMENT NAME	Office of Administration & Planning		
JOB LOCATION	UW1 260A		
CONTACT/SUPERVISOR	Therese Grant		
PHONE NUMBER	425-352-5404	(Complete 10-digit number)	
EMAIL ADDRESS	tgrant@uwb.edu		
BOX NUMBER	358520		
EMPLOYMENT PERIOD	Summer Only [<input type="checkbox"/>]	Sum & Acad Year [X]	Acad Year Only [<input type="checkbox"/>]
HOURS PER WEEK	Sum: 40 hrs/wk [<input type="checkbox"/>]	up to 19 hrs/wk [X]	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:

The Office of Administration & Planning is seeking a responsible and dependable student to be our office assistant. The student assistant's duties will include, but not limited to:

- Clerical assistance (contact vendors, calendar revisions, web inquiries, create/update internal documents)
- Miscellaneous office duties (photocopying, filing, fax, sorting/organize documents, answering phones)

Minimum Qualifications:

- Working knowledge of MS Word and Excel, Internet
- Work independently
- Professional, dependable responsible, thorough
- Strong written and verbal communication skills

Educational Benefits:

The Office of Administrative and Planning is dedicated to building and maintaining an administrative infrastructure that supports and facilitates the ongoing operations, services and growth of UW Bothell. Our primary responsibilities are to:

- Provide leadership and coordination of operational and administrative activity
- Develop appropriate services and coordinate enhancements to existing service levels
- Develop and implement administrative policies and procedures
- Coordinate administrative activities among the three campuses of University of Washington
- Represent administration and communicate administrative perspectives

UW Bothell's Vice Chancellor for Administration and Planning leads the following units: Budget & Planning, Facilities Services, Human Resources, Physical Planning & Space Management, and Security & Campus Safety.

OFFICE USE ONLY

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

JOB NUMBER:

11BOTH27

JOB CATEGORY:

OFFICE/ADMIN