JOB TITLE	Student Assistant
DEPARTMENT NAME	College of Built Environments
JOB LOCATION	Dean's Office, 224 Gould Hall
CONTACT/SUPERVISOR	Abigail Crossen
PHONE NUMBER	206-543-6392
EMAIL ADDRESS	acrossen@u.washington.edu
BOX NUMBER	355726
EMPLOYMENT PERIOD	**Summer Only** [ ] **Sum & Acad Year** [ ] **Acad Year Only** [X]
HOURS PER WEEK	**Sum:** 40 hrs/wk [ ] up to 19 hrs/wk [ ] **Acad Yr:** up to 19 hrs/wk [X]
RATE OF PAY	$10/hour (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

- General clerical duties to include filing and copying.
- General reception to include answering/directing phone calls and greeting/directing visitors
- General office organization and occasional supply ordering.
- Provide very basic copier assistance and maintain paper supply in CBE Deans Office and CBE Community Copier space.
- Assist in maintaining information boards/doors around Gould Hall and Architecture Hall. Weekly reviews to remove outdated information and more attractively display current posters, flyers.
- Manage CBE Lost and Found.
- Assist in maintenance of signage and informational materials for students, faculty, and staff.
- Provide occasional tours of CBE facilities to prospective students and visitors.
- Assist with occasional CBE events.
- Potential opportunity to work during quarter breaks.

Minimum Qualifications:

- Clear written and verbal communication skills.
- Available in two to three hour blocks of time each day between 8am and 5pm; scheduled blocks of time can vary from day to day but must be consistent across each quarter.

Educational Benefits:

- Opportunity to use, explore, and develop a variety of communication skills.
- Opportunity to experience an administrative office in higher education.
- Opportunity to learn about College of Built Environment majors.

OFFICE USE ONLY

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

Open [ ] Closed [ ]

JOB NUMBER: 11CBEN01

JOB CATEGORY: OFFICE/ADMIN