

JOB TITLE	Office Assistant
DEPARTMENT NAME	Chemical Engineering
JOB LOCATION	Bagley Hall
CONTACT/SUPERVISOR	Mack Carter
PHONE NUMBER	6-9320 (Complete 10-digit number)
EMAIL ADDRESS	mcarter@u.washington.edu
BOX NUMBER	351721
EMPLOYMENT PERIOD	Summer Only [] Sum & Acad Year [X] Acad Year Only []
HOURS PER WEEK	Sum: 40 hrs/wk [] up to 19 hrs/wk [X] Acad Yr: up to 19 hrs/wk []
RATE OF PAY	9.50 per hour (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

- Assist with record-keeping, filing, and project planning and implementation
- Sort and organize information to enhance files' utility and accessibility
- Photocopy and assist with publications
- Help organize logistics and infrastructure for conferences, meetings, and special events, including tracking invitations and responses, scheduling, coordinating space, food, and volunteer activities
- Additional duties as needed
- Hours may include evening events based on availability

Minimum Qualifications:

- Logical, detail-oriented, collaborative attitude
- Familiarity with basic office computer software
- Ability to prioritize among and carry out multiple tasks with minimal supervision
- Flexibility and collegiality

Educational Benefits:

- Learn the infrastructure of cutting edge science education program
- Gain familiarity with basic concepts of nanoscience and nanotechnology
- Develop broadly usable organizational skills
- Learn office skills which are applicable to almost every organization.

OFFICE USE ONLY

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

JOB NUMBER:

11CENG01

JOB CATEGORY:

OFFICE/ADMIN
