

JOB TITLE	Office Assistant		
DEPARTMENT NAME	Center for Instructional Development and Research		
JOB LOCATION	Rm. 422 Sieg Hall		
CONTACT/SUPERVISOR	Brenda Kelly		
PHONE NUMBER	206-543-6588	(Complete 10-digit number)	
EMAIL ADDRESS	bjkelly@u.washington.edu		
BOX NUMBER	352310		
EMPLOYMENT PERIOD	Summer Only []	Sum & Acad Year [XX]	Acad Year Only []
HOURS PER WEEK	Sum: 40 hrs/wk []	up to 19 hrs/wk []	Acad Yr: up to 19 hrs/wk []
RATE OF PAY	\$10.50 per hour (Compliance with current UW Student Pay Schedule)		

Duties and Responsibilities:

Answer telephones, perform lead clerical duties, typing, drop off and pick up materials, library searches, web searches, operation and coordination of video equipment, data entry maintain files and records. Work with International Teaching Assistants, conference and meeting preparations, program evaluations and other duties as required.

Minimum Qualifications:

Ability to communicate well on the telephone, organize work, to interact with faculty and graduate students. Familiar with word processing programs and database software are helpful. Must be willing to step into a variety of roles to cover vacations, illness and overload of regular staff and service to CIDR clients.

Educational Benefits:

Will learn to operate video and playback equipment, develop and increase knowledge of computers, computer software and office skills.

OFFICE USE ONLY

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

JOB NUMBER:

11CIDR01

JOB CATEGORY:

OFFICE/ADMIN