

JOB TITLE	Student Assistant
DEPARTMENT NAME	Office of Student Life and Admissions, School of Dentistry
JOB LOCATION	Health Sciences D-323
CONTACT/SUPERVISOR	Carol Brown
PHONE NUMBER	206-685-2372 (Complete 10-digit number)
EMAIL ADDRESS	ccbrown@u.washington.edu
BOX NUMBER	356365
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 [X]
RATE OF PAY	\$9.00 per hour (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

We are looking for an individual who will be able to commit to 10 to 19 hours per week (depending on the Work Study award). This position works closely with the School of Dentistry's Student Life and Admissions staff to perform general office tasks that include: 1) assisting in processing dental student admissions applications; 2) responding to in-person, email, and phone requests as needed; 3) updating and maintaining databases and other records; 4) filing; and 5) performing additional duties as required.

Minimum Qualifications:

The position requires the ability to answer phones, take messages, direct calls, and answer general questions. Basic computer experience with Word and Excel are required. Attention to detail is extremely important and the ability to work with minimum supervision is preferred. The ability to maintain confidentiality is required.

Educational Benefits:

1. Experience and training in office procedures and management.
2. Learning to prioritize and organize work.
3. Developing skills working with the public and diverse groups of students, staff, and faculty.

OFFICE USE ONLY

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

Open [] Closed []

JOB NUMBER:

11DENT02

JOB CATEGORY:

OFFICE/ADMIN