

JOB TITLE	Student Office Assistant
DEPARTMENT NAME	DO-IT
JOB LOCATION	Academic Computing Center
CONTACT/SUPERVISOR	Linda Tofle
PHONE NUMBER	206-221-4172
EMAIL ADDRESS	lindat@u.washington.edu
BOX NUMBER	355670
EMPLOYMENT PERIOD	Summer Only [] Sum & Acad Year [X] Acad Year Only []
HOURS PER WEEK	Sum: up to 40 hrs/wk [X] up to 19 hrs/wk [] Acad Yr: up to 19 hrs/wk [X]
RATE OF PAY	\$9.50/hr to start (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

DO-IT (Disabilities, Opportunities, Internetworking, and Technology) is hiring detail-oriented, computer-savvy students with great customer service skills to join our team of support staff. Our mission is to promote the academic and career success of people with disabilities and use technology as an empowering tool. Duties include:

- Provide front-line reception.
- Provide office support including mailings, errands, word processing, data entry, photocopying, filing, and more.
- Assist with publication development (design, layout, proofreading, and editing).
- Assist with outreach, events, writing, and research.
- Work in a team-oriented environment.

Minimum Qualifications:

Ability to answer phones, take messages, direct calls. Ability to communicate effectively with diverse staff and clients. Excellent organizational skills. Excellent attention to detail. Ability to write and proofread with accuracy. Ability to perform basic math calculations with accuracy. Ability to work in a technology-oriented environment and develop advanced computer skills using Macintosh. Ability to meet deadlines in a fast-paced environment with frequent interruptions.

Educational Benefits:

Gain work experience in a professional/educational environment. Work with diverse populations and learn about using technology to support people with disabilities to succeed in college and careers. Gain a variety of skills in office administration, program support, event support, and desktop publishing. Develop professional skills (computing skills, time management, project management, teamwork, leadership).

OFFICE USE ONLY

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

JOB NUMBER:

11DOIT01

JOB CATEGORY:

OFFICE/ADMIN
