

<b>JOB TITLE</b>	Faculty Evaluation/Information Specialist		
<b>DEPARTMENT NAME</b>	Office of Educational Assessment		
<b>JOB LOCATION</b>	4311 11 <sup>th</sup> Ave. at Roosevelt Commons B (walking distance from campus)		
<b>CONTACT/SUPERVISOR</b>	Joanna Loss		
<b>PHONE NUMBER</b>	(206) 543-9847	(Complete 10-digit number)	
<b>EMAIL ADDRESS</b>	jmloss@u.washington.edu		
<b>BOX NUMBER</b>	354987		
<b>EMPLOYMENT PERIOD</b>	Summer Only [ ]	Sum & Acad Year [ x ]	Acad Year Only [ ]
<b>HOURS PER WEEK</b>	Sum: 40 hrs/wk [ x ]	up to 19 hrs/wk [ x ]	Acad Yr: up to 19 hrs/wk [ x ]
<b>RATE OF PAY</b>	\$9.00	(Compliance with current UW Student Pay Schedule)	

**Duties and Responsibilities:**

Assist in conducting instructor evaluation program (Course Evaluations) and national/institutional testing information center. High degree of accuracy and attention to detail required along with data entry and customer service abilities. Must have strong communication skills for a large volume of in-person and phone contact with faculty and students.

**Minimum Qualifications:**

Previous office and computer experience preferred. Will train for data entry. Must show mature judgment and ability to work independently. Must be responsible and discreet.

**Educational Benefits:**

Experience in operating large scale computerized data management system. Working knowledge of office and customer service procedures. Knowledge of requirements and procedures for undergraduate admission and admission to graduate school. (More than 80% of our work-study students go on to graduate school).

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**OFFICE USE ONLY**

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

**JOB NUMBER:**

11EDAS02
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**JOB CATEGORY:**

STUDENT SERV
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