

JOB TITLE	OFFICE ASSISTANT
DEPARTMENT NAME	COLLEGE OF EDUCATION
JOB LOCATION	MILLER HALL
CONTACT/SUPERVISOR	Bernadette Dwyer
PHONE NUMBER	206-616-7855
EMAIL ADDRESS	dwyer@u.washington.edu
BOX NUMBER	353600
EMPLOYMENT PERIOD	Summer Only [<input type="checkbox"/>] Sum & Acad Year [<input checked="" type="checkbox"/>] Acad Year Only [<input type="checkbox"/>]
HOURS PER WEEK	Sum: 40 hrs/wk [<input type="checkbox"/>] up to 19 hrs/wk [<input checked="" type="checkbox"/>] Acad Yr: up to 19 hrs/wk [<input checked="" type="checkbox"/>]
RATE OF PAY	\$8.07 - \$11.00/hour (Compliance with current UW Student Pay Schedule)

NOTE: THE COLLEGE OF EDUCATION HAS 10 POSITIONS AVAILABLE. Please apply by email only.

Duties and Responsibilities:

Support academic office operations. Provide telephone and in-person reception. Respond to inquiries from general public, students, faculty, and staff. Create and edit documents using word processing. Respond to requests for photocopying and run errands. Assist faculty and staff with special projects. Perform library and web-based searches.

Minimum Qualifications:

Experience using word processing. Experience using the internet and email. Excellent communication skills and well as the ability to handle multiple tasks simultaneously. Previous office experience a plus.

Educational Benefits:

Working with faculty, staff, and a diverse student population in an academic office setting will provide a broad base of both professional and personal experience. Experience in computer usage and learning administrative skills will build capacity for future professional endeavors.

OFFICE USE ONLY

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

JOB NUMBER:

11EDUC09

JOB CATEGORY:

OFFICE/ADMIN
