

JOB TITLE	Student helper
DEPARTMENT NAME	Environmental health
JOB LOCATION	Room F 561 , health Sciences Building
CONTACT/SUPERVISOR	Jane Q Koenig
PHONE NUMBER	206 543 2026 (Complete 10-digit number)
EMAIL ADDRESS	jkoenig@u.washington.edu
BOX NUMBER	357234
EMPLOYMENT PERIOD	Summer Only [] Sum & Acad Year [] Acad Year Only [x]
HOURS PER WEEK	Sum: 40 hrs/wk [] up to 15 hrs/wk [] Acad Yr: up to 19 hrs/wk [x]
RATE OF PAY	\$12.50/ hour (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

General clerical duties. Making copies; Downloading journal articles from PubMed; Accessing web sites; scanning for power point lecture materials; some data entry. Miscellaneous; cleaning up a lab

Minimum Qualifications:

PC computer skills; flexibility; willingness to do varied tasks. Experience with Excel, and Power point a plus but not mandatory.

Educational Benefits:

Learn how to make power point presentation and scientific posters; learn about the health effects of air pollution (professor's field); learn more about environmental health (home dept)

OFFICE USE ONLY

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

JOB NUMBER:

11EHEA01

JOB CATEGORY:

SCIENCE/HEALTH