

JOB TITLE	Office Assistant	
DEPARTMENT NAME	College of Engineering, Dean's Office	
JOB LOCATION	Loew Hall, 3 rd Floor	
CONTACT/SUPERVISOR	Ling Li	
PHONE NUMBER	(206) 543-0340	(Complete 10-digit number)
EMAIL ADDRESS	coefront@u.washington.edu	
BOX NUMBER	352180	
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 []
RATE OF PAY	\$11.00/hour	(Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

The office assistant will assist with basic reception duties in a very busy dean's office. The duties include: answering phones, greeting visitors, opening and/or closing the office, ordering supplies, taking inventory of supplies, typing correspondence, photocopying, faxing, delivering mail, assisting with special events and special projects.

Minimum Qualifications:

- Ability to interact well with people
- Typing skills
- Computer skills including knowledge of word and excel
- Ability to operate office machines including: phones, copy machine, fax machine printer
- Dependable

Educational Benefits:

This is an extremely busy office that coordinates activities among 10 departments and 10 programs in the College of Engineering. Individuals here will learn to: interact well with individuals from diverse backgrounds, understand and contribute to smooth running operations of an office environment and help run special events and meetings.

OFFICE USE ONLY

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

JOB NUMBER:

11ENGI01

JOB CATEGORY:

OFFICE/ADMIN