

<b>JOB TITLE</b>	Computer/Office Assistant		
<b>DEPARTMENT NAME</b>	Environmental Health and Safety		
<b>JOB LOCATION</b>	Hall Health Center		
<b>CONTACT/SUPERVISOR</b>	Diana Sartorius		
<b>PHONE NUMBER</b>	206-543-0462	(Complete 10-digit number)	
<b>EMAIL ADDRESS</b>	<a href="mailto:dsartori@u.washington.edu">dsartori@u.washington.edu</a>		
<b>BOX NUMBER</b>	354400		
<b>EMPLOYMENT PERIOD</b>	Summer Only [ <input type="checkbox"/> ]	Sum & Acad Year [ <input checked="" type="checkbox"/> ]	Acad Year Only [ <input checked="" type="checkbox"/> ]
<b>HOURS PER WEEK</b>	Sum: 40 hrs/wk [ <input checked="" type="checkbox"/> ]	up to 19 hrs/wk [ <input checked="" type="checkbox"/> ]	Acad Yr: up to 19 hrs/wk [ <input checked="" type="checkbox"/> ]
<b>RATE OF PAY</b>	\$12	(Compliance with current UW Student Pay Schedule)	

**Duties and Responsibilities:**

Assist staff in maintaining department computers. Troubleshoot, diagnose, and correct hardware and software problems, work with staff in maintaining internal Training and Budget Access databases, other duties and projects as assigned by the IS, Training and Finance teams.

**Minimum Qualifications:**

Previous experience with computer hardware and software required. Knowledge of PCs and Windows XP and Office 2007. Ability to work with people and little direct supervision. Experience with databases a plus.

**Educational Benefits:**

Will gain experience with PCs, Windows and networking. Will be exposed to a variety of software; learn the basics of hardware and software troubleshooting. Will also gain direct experience with financial and training records and processes.

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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:**

11ENHS01

**JOB CATEGORY:**

TECHNICAL