

<b>JOB TITLE</b>	Occupational Health and Safety Assistant
<b>DEPARTMENT NAME</b>	Environmental Health and Safety
<b>JOB LOCATION</b>	Hall Health Center
<b>CONTACT/SUPERVISOR</b>	Glenda Haynes
<b>PHONE NUMBER</b>	206-543-0466
<b>EMAIL ADDRESS</b>	<a href="mailto:ghaynes@u.washington.edu">ghaynes@u.washington.edu</a>
<b>BOX NUMBER</b>	354400
<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>	\$11 (Compliance with current UW Student Pay Schedule)

**Duties and Responsibilities:**

Assist Occupational Health and Safety Office staff with database maintenance. Assist with complex duties such as accident/incident report handling and spreadsheet development and maintenance where judgment, decisions are part of the data consistency. Organize and update files, perform work processing jobs, assist with client referrals to appropriate staff, copying, filing, telephone and scheduling. Provide back-up for Secretary Senior during absences.

**Minimum Qualifications:**

General Science and computer knowledge. Ability to work independently. Familiarity with UW email and internet recommended. Must be reliable.

**Educational Benefits:**

Learn about worker safety regulations and impacts. Experience with IBM PC compatible computers. Experience with database maintenance. Practical experience in professional environment.

**OFFICE USE ONLY**

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

**JOB NUMBER:**

11ENHS04

**JOB CATEGORY:**

SCIENCE/HEALTH