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| <b>JOB TITLE</b>          | Program Assistant  |
| <b>DEPARTMENT NAME</b>    | Environmental Health & Safety  |
| <b>JOB LOCATION</b>       | 406 Hall Health  |
| <b>CONTACT/SUPERVISOR</b> | Anne Tschider  |
| <b>PHONE NUMBER</b>       | 206-616-5518   |
| <b>EMAIL ADDRESS</b>      | <a href="mailto:avanv@u.washington.edu">avanv@u.washington.edu</a>   |
| <b>BOX NUMBER</b>         | 354400   |
| <b>EMPLOYMENT PERIOD</b>  | Summer Only [ <input type="checkbox"/> ]      Sum & Acad Year [ <input type="checkbox"/> ]      Acad Year Only [ <input type="checkbox"/> ]              |
| <b>HOURS PER WEEK</b>     | Sum: 40 hrs/wk [ <input type="checkbox"/> ]      up to 19 hrs/wk [ <input type="checkbox"/> ]      Acad Yr: up to 19 hrs/wk [ <input type="checkbox"/> ] |
| <b>RATE OF PAY</b>        | 11.00      (Compliance with current UW Student Pay Schedule)   |

**Duties and Responsibilities:**

This position will assist in supporting the daily activities of the Building & Fire Safety Office (BFSO) in UW Environmental Health & Safety. We are a small office of engineers, industrial hygienists, environmental technicians and safety professionals. Our mission is to help the university protect the environment and provide a safe and healthful place of employment and learning. In particular, BFSO is responsible for fire and lab safety, capital safety projects, facility design review, prevention and assessment surveys and lab equipment testing. In addition to monitoring conditions on campus, we also review plans for new construction in order to make sure they meet current health and safety codes.

The student program assistant would help support the efforts of our office. Their main duties will include (Access) database entry, word processing, photocopying, mail, and filing. Additional tasks may include:

- Assist fire safety professionals with RA Fire Academy
- Distribute and place new Emergency Procedure Posters
- Distribute and place "Fire Safety" Posters
- Assist with restructure of the Fire Survey schedule
- FDC project- ensure that all FDC's are labeled correctly
- Update / confirm changes for the Emergency Response Map
- Take pictures for new updates on the website & training materials
- Inventory evacuation maps
- Inventory EEOP's and Fire Drill records
- other misc. office work as needed or as they develop

**Minimum Qualifications:**

One year of prior office support experience, Microsoft Office skills, specifically Word, Access and Excel, detail oriented, dependable.

**Educational Benefits:**

This is a good opportunity for a student interested in environmental health & safety, and/or public safety. It is a good opportunity to work with and learn from engineers.

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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:**

11ENHS05

**JOB CATEGORY:**

OFFICE/ADMIN