

JOB TITLE	Program Assistant
DEPARTMENT NAME	Environmental Health and Safety
JOB LOCATION	406 Hall Health Center
CONTACT/SUPERVISOR	Anne Tschider
PHONE NUMBER	206-615-5518
EMAIL ADDRESS	avanv@u.washington.edu
BOX NUMBER	354400
EMPLOYMENT PERIOD	Summer Only [] Sum & Acad Year [X] Acad Year Only []
HOURS PER WEEK	Sum: 40 hrs/wk [X] up to 19 hrs/wk [X] Acad Yr: up to 19 hrs/wk []
RATE OF PAY	\$11 (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

This position will assist in supporting the daily activities of the Building and Fire Safety Office in the Department of Environmental Health and 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 safety and healthful place of employment and learning. In particular, the Building and Fire Safety Office is responsible for fire and lab safety, capital 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 effort of our office. Duties will include word processing, database entry, photocopying, and filing. If interested, there is potential to assume other more substantive duties. Although most of the work will be administrative, we want our work study student to have a positive learning experience while working with us.

Minimum Qualifications:

Word processing skills.

Educational Benefits:

This is a good opportunity for a student who is interested in environmental health and safety. It is also a good opportunity to work with engineers.

OFFICE USE ONLY

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

JOB NUMBER:

11ENHS06

JOB CATEGORY:

OFFICE/ADMIN