

<b>JOB TITLE</b>	Occupational health and Safety Assistant		
<b>DEPARTMENT NAME</b>	Environmental Health & Safety		
<b>JOB LOCATION</b>	Hall health Center		
<b>CONTACT/SUPERVISOR</b>	Glenda Haynes		
<b>PHONE NUMBER</b>	206-543-0466	(Complete 10-digit number)	
<b>EMAIL ADDRESS</b>	ghaynes@u.washington.edu		
<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 [ ]
<b>RATE OF PAY</b>	\$11	(Compliance with current UW Student Pay Schedule)	

**Duties and Responsibilities:**

Assist Occupational Health and Safety Office personal with database data entry, maintenance, file management both electronic and hard paper copy to comply with federal and state regulations. Assist with complex duties such as indoor air quality report handling, spreadsheet development and maintenance where judgment and decisions are part of the data consistency. Organize and update files, perform word processing jobs, assist with client referrals to appropriate staff, copying, filing, telephone handling and scheduling. Assist with paperwork for temporary food permits, pest complaints and as needed assist the senior secretary.

**Minimum Qualifications:**

General science and computer knowledge (Excel & Access). Ability to work independently and ask questions when needed to clarify duties. Familiarity with the UW email and internet. Must be trustworthy and reliable. Must be able to complete HIPAA training.

**Educational Benefits:**

Learn about worker safety regulations and impacts. Experience with IBM PC compatible computers. Experience with data and 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:**

11ENHS09
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**JOB CATEGORY:**

SCIENCE/HEALTH
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