

<b>JOB TITLE</b>	PNASH Student Office Assistant		
<b>DEPARTMENT NAME</b>	Environmental and Occupational Health Sciences		
<b>JOB LOCATION</b>	Health Science Building, Room F-233		
<b>CONTACT/SUPERVISOR</b>	Robin Russell		
<b>PHONE NUMBER</b>	206-616-1958	(Complete 10-digit number)	
<b>EMAIL ADDRESS</b>	<a href="mailto:rwr5@u.washington.edu">rwr5@u.washington.edu</a>		
<b>BOX NUMBER</b>	357234		
<b>EMPLOYMENT PERIOD</b>	Summer Only [ <input type="checkbox"/> ]	Sum & Acad Year [ <input checked="" 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 checked="" type="checkbox"/> ]	Acad Yr: up to 19 hrs/wk [ <input type="checkbox"/> ]
<b>RATE OF PAY</b>	\$10-12 / hour DOE (Compliance with current UW Student Pay Schedule)		

**Duties and Responsibilities:**

The Office Assistant supports PNASH Center staff and faculty in the daily administration of projects, and teaching. The Office Assistant often work independently and will take on both long and short term tasks.

Typical work includes:

- Maintaining excel and access databases and manual filing systems
- Assisting in the preparation and distribution of reports, grant applications
- Preparing records and correspondence
- Copying and scanning and other office work

**Minimum Qualifications:**

Requirements:

- Experience working in a fast paced office environment
- Demonstrated ability to work with Microsoft excel/access databases, experience with advanced Word mail merge and formatting features

**Educational Benefits:**

In addition to office experience the student will likely have the opportunity to participate in the solicitation, preparation and response to federal and state research grants and awards.

**OFFICE USE ONLY**

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

**JOB NUMBER:**

11EOHS07

**JOB CATEGORY:**

OFFICE/ADMIN