

JOB TITLE	Office Assistant
DEPARTMENT NAME	Evans School of Public Affairs Fiscal Office
JOB LOCATION	Parrington Hall Room 303
CONTACT/SUPERVISOR	Debbie Harrington / Michelle Birdsall
PHONE NUMBER	206-616-1621 / 206-221-6032
EMAIL ADDRESS	drae@u.washington.edu / birdsall@u.washington.edu
BOX NUMBER	353055
EMPLOYMENT PERIOD	Summer Only [] Sum & Acad Year [X] Acad Year Only []
HOURS PER WEEK	Sum: 40 hrs/wk [] up to 19 hrs/wk [X] Acad Yr: up to 19 hrs/wk [X]
RATE OF PAY	\$8.07 – 9.50/hr

10 - 20 hours/week

Position reports to Fiscal Budget Analyst:

Debbie Harrington, drae@u.washington.edu, 616-1621

Duties and Responsibilities:

Assist with General Office Support

- Filing, photocopying, mail sorting
- Miscellaneous errands and organizational tasks; inventory and stocking supplies
- Data entry
- Assist staff with Special Projects

Minimum Qualifications:

- Excellent computer skills e.g. Excel, Word
- Good typing and filing skills
- Organized, conscientious, detail-oriented, willing to pitch in where needed

Educational Benefits:

- Opportunity to develop professional skills and work in a diverse 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:

11ESPA08

JOB CATEGORY:

OFFICE/ADMIN