

JOB TITLE	Office Assistant		
DEPARTMENT NAME	Teen Futures Media Network		
JOB LOCATION	Experimental Education Unit		
CONTACT/SUPERVISOR	Barbara Johnson		
PHONE NUMBER	206-543-9414	(Complete 10-digit number)	
EMAIL ADDRESS	bkjohns@u.washington.edu		
BOX NUMBER	357925		
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 [x]
RATE OF PAY	\$10 -\$11.50	(Compliance with current UW Student Pay Schedule)	

Duties and Responsibilities:

One work-study student needed. Must be detail-oriented and able to work independently. Candidate must be skilled in web searches for research project. Candidate must have excellent computer skills to perform general office duties including word processing, data entry, and preparation of materials for research study, filing and phone coverage as needed.

Minimum Qualifications:

Candidate must be proficient on both Mac and PC computers, as well as know the following programs:

- Word
- Excel
- Internet browsers (e.g., Web searches)

Educational Benefits:

Work-study student will gain valuable website and office skills and gain experience in media literacy education. Student also will have opportunities to communicate with professionals across Washington State involved in adolescent health issues and media work.

OFFICE USE ONLY

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

JOB NUMBER:

11EXEU02

JOB CATEGORY:

OFFICE/ADMIN
