

<b>JOB TITLE</b>	Office Assistant		
<b>DEPARTMENT NAME</b>	Family Medicine		
<b>JOB LOCATION</b>	1705 NE Pacific Ave, Health Sciences C-408, Seattle, WA		
<b>CONTACT/SUPERVISOR</b>	Val Pruitt		
<b>PHONE NUMBER</b>	543-6424	(Complete 10-digit number)	
<b>EMAIL ADDRESS</b>	vpruitt@u.washington.edu		
<b>BOX NUMBER</b>	356390		
<b>EMPLOYMENT PERIOD</b>	Summer Only [ <input type="checkbox"/> ]	Sum & Acad Year [ <input type="checkbox"/> ]	Acad Year Only [ <input checked="" type="checkbox"/> ]
<b>HOURS PER WEEK</b>	Sum: 40 hrs/wk [ <input type="checkbox"/> ]	up to 19 hrs/wk [ <input type="checkbox"/> ]	Acad Yr: up to 19 hrs/wk [ <input checked="" type="checkbox"/> ]
<b>RATE OF PAY</b>	\$10.50/hour (Compliance with current UW Student Pay Schedule)		

**Duties and Responsibilities:**

This position will be responsible for and perform a wide variety of duties. They include:

1. Filing: create and/or maintain a complete filing system (includes creation of folders, binders, labels, indexes, scanning and electronic or paper filing of documents).
2. Web research and obtain internal/external supporting documents and photocopy.
3. Clerical assistant to the Director and Financial Analyst.
4. Other duties as assigned. Position will develop over time.

**Minimum Qualifications:**

1. Works independently, excellent communicator, follows instructions and confirms understanding if unclear and, is detail oriented.
2. Knowledge of, or willingness to learn FileMakerPro.
3. Computer literate, experience with Word and Excel.
4. Professional response to confidential information.
5. Ability to file and proofread accurately.
6. Reliable and punctual.

**Educational Benefits:**

You will develop your general office and organizational skills plus become familiar with a clinical department and the School of Medicine.

**OFFICE USE ONLY**

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

**JOB NUMBER:**

11FMED03
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**JOB CATEGORY:**

OFFICE/ADMIN
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