

JOB TITLE	Student Assistant		
DEPARTMENT NAME	College of Forest Resources		
JOB LOCATION	Anderson Hall		
CONTACT/SUPERVISOR	Geetha Sukumaran		
PHONE NUMBER	206-543-8975	(Complete 10-digit number)	
EMAIL ADDRESS	gitasuk@u.washington.edu		
BOX NUMBER	352100		
EMPLOYMENT PERIOD	Summer Only <input type="checkbox"/>	Sum & Acad Year <input checked="" type="checkbox"/>	Acad Year Only <input type="checkbox"/>
HOURS PER WEEK	Sum: 40 hrs/wk <input type="checkbox"/>	up to 19 hrs/wk <input checked="" type="checkbox"/>	Acad Yr: up to 19 hrs/wk <input checked="" type="checkbox"/>
RATE OF PAY	\$9.00	(Compliance with current UW Student Pay Schedule)	

Duties and Responsibilities:

Pick-up, sort, and distribute incoming/outgoing mail as per the Departmental Distribution lists twice daily; Run errands to Accounting, Purchasing, Payroll, OSP, Bank; Pick up semi monthly paychecks from Payroll office. Sort and mail checks/advices to off-campus units as per their lists, file remaining checks in the check box and notify recipients for p/u. Track the other incoming checks daily against various supporting documents waiting for checks in separate folders, match them up, make copies and notify recipients. Send reminder notifications for unpicked checks weekly. Ongoing copying and shredding as well as monthly mass-copying job. Implement new copy codes and/or delete existing codes as per requests on the various CFR copiers, pull monthly copy reading from the copiers for recharging the various budgets; help with staff files, clearing and boxing old stuff, making new folders. Other tasks as needed and appropriate.

Minimum Qualifications:

A bright and motivated student that is a quick learner, proactive, and adapting to a team environment. While not required, would be desirable to have someone pursuing or interested in the business and financial sectors.

Educational Benefits:

Fiscal, financial, budgetary and business world experience could be added to their academic and internship pursuits.

OFFICE USE ONLY

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

JOB NUMBER:

11FORR07

JOB CATEGORY:

OFFICE/ADMIN
