

JOB TITLE	Office Assistant	
DEPARTMENT NAME	Department of Global Health	
JOB LOCATION	Harborview Medical Center	
CONTACT/SUPERVISOR	Nissa Limbach	
PHONE NUMBER	206-744-4239	(Complete 10-digit number)
EMAIL ADDRESS	llimbach@u.washington.edu	
BOX NUMBER	359931	
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 checked="" type="checkbox"/>]	up to 19 hrs/wk [<input type="checkbox"/>] Acad Yr: up to 19 hrs/wk [<input checked="" type="checkbox"/>]
RATE OF PAY	\$11.00	(Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

The mission of the Department of Global Health is to close the gap between the world's 1 billion people who experience relatively good health and the 5 billion who experience much lower levels of health through teaching (education, training, and mentoring), research, and service programs.

The Department of Global Health is hiring student office assistants to support administrative staff by performing the following functions:

- Track and file invoices (physically and electronically);
- Reconcile budgets;
- Sort and distribute mail;
- Run errands to various locations on campus;
- Perform receptionist duties such as answering the phone, greeting and directing visitors, and keeping office areas tidy;
- Assist with preparation of memos, letters, and reports;
- Special projects and other duties as assigned.

If interested, a student in this position has the opportunity to assume other duties and greater responsibility.

Minimum Qualifications:

Must be reliable, flexible, and able to work independently. Some experience working in an office setting is preferred, although not required. Must be willing to travel to Harborview Medical Center.

Educational Benefits:

This position is a great opportunity for students to:

- gain experience working in a professional office setting,
- develop skills in office administration, program support, organization and time management,
- be introduced to the fiscal processes in grants administration,
- learn about the field of global health,
- gain firsthand experience working in a large, complex division, which has achieved national and international recognition in research and training.

Please note that our office is located in Harborview Medical Center on First Hill at 325 9th Ave. The UW Health Sciences Express is a short ride from the UW Tower, Health Sciences Building, or Roosevelt Ave to Harborview Medical Center. Buses leave from campus every 15 minutes and take approximately 15 minutes in travel time.

OFFICE USE ONLY

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

JOB NUMBER:

11GHEA06

JOB CATEGORY:

OFFICE/ADMIN