

JOB TITLE	Office Assistant		
DEPARTMENT NAME	Henry Art Gallery		
JOB LOCATION	Henry Art Gallery		
CONTACT/SUPERVISOR	Gina Glascock-Broze		
PHONE NUMBER	206.616.2091	(Complete 10-digit number)	
EMAIL ADDRESS	GinaGB@henryart.org		
BOX NUMBER	351410		
EMPLOYMENT PERIOD	Summer Only []	Sum & Acad Year []	Acad Year Only [X]
HOURS PER WEEK	Sum: 40 hrs/wk []	up to 19 hrs/wk [X]	Acad Yr: up to 19 hrs/wk [X]
RATE OF PAY	\$10.50/hr	(Compliance with current UW Student Pay Schedule)	

Duties and Responsibilities:

Assist the Henry Art Gallery staff with administrative tasks related to the offices of the Director, Board of Trustees, Development and Human Resources. Duties include general office support, word processing, data entry, office supply ordering, handling and distributing office mail, preparing Trustee packets for meetings and events, organizing high volume mailings to donors, patrons and Trustees, and helping prepare for events. The variety of projects requires a high degree of responsibility, an acute attention to detail, and the ability to work independently. If available, the student may attend various Museum programs, such as previews and special events. Hours are very flexible but the student must be reliable and able to communicate any time changes in advance.

Minimum Qualifications:

- Able to work independently with attention to detail, accuracy and confidentiality
- Must be a motivated worker with excellent communication skills and follow-up ability
- Competent with Microsoft Word, Excel, Outlook
- Willingness to learn new skills, including using databases and become skilled at Microsoft office software

Desired Qualifications:

- Interest in museum administration, contemporary art, or development
- Experience with special events

Educational Benefits:

The student will have the opportunity to work, participate, and learn about the day to day operations and functions of a university art museum and interact with museum professional staff. They will gain general office and computer skills that are transferable to any business environment, and will participate in event planning and execution with a fun and dynamic staff.

OFFICE USE ONLY

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

JOB NUMBER:

11HART01

JOB CATEGORY:

OFFICE/ADMIN