

JOB TITLE	Office Assistant		
DEPARTMENT NAME	Henry Art Gallery		
JOB LOCATION	Henry Art Gallery		
CONTACT/SUPERVISOR	Ethelyn Abellanos		
PHONE NUMBER	206.616.2091	(Complete 10-digit number)	
EMAIL ADDRESS	ethelyn@henryart.org		
BOX NUMBER	351410		
EMPLOYMENT PERIOD	Summer Only []	Sum & Acad Year [X]	Acad Year Only []
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	(Compliance with current UW Student Pay Schedule)	

Duties and Responsibilities:

This position provides support to the administrative, development and operations components of the Henry Art Gallery, including oversight of special projects and support of day to day functions. Duties include word processing, data entry, copying, working with confidential information, mailing, faxing, phone and related errands. The complexity and variety of duties requires a high degree of responsibility and attention to detail.

Minimum Qualifications:

Computer efficient, familiarity with MS Office preferred; ability to work within the museum mission; demonstrated ability for independent decision making; may be assigned to lead role for certain projects.

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.

OFFICE USE ONLY

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

JOB NUMBER:

11HART02

JOB CATEGORY:

ARTS/MEDIA