

<b>JOB TITLE</b>	Office Assistant		
<b>DEPARTMENT NAME</b>	Henry Art Gallery		
<b>JOB LOCATION</b>	Henry Art Gallery		
<b>CONTACT/SUPERVISOR</b>	Ethelyn Abellanos		
<b>PHONE NUMBER</b>	206.616.2091	(Complete 10-digit number)	
<b>EMAIL ADDRESS</b>	<a href="mailto:ethelyn@henryart.org">ethelyn@henryart.org</a>		
<b>BOX NUMBER</b>	351410		
<b>EMPLOYMENT PERIOD</b>	Summer Only [ <input type="checkbox"/> ]	Sum & Acad Year [ <input checked="" type="checkbox"/> ]	Acad Year Only [ <input type="checkbox"/> ]
<b>HOURS PER WEEK</b>	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"/> ]
<b>RATE OF PAY</b>	\$10	(Compliance with current UW Student Pay Schedule)	

**Duties and Responsibilities:**

This 15 hour a week position provides office support in the fundraising department. Duties include word processing, data entry, copying, mailing, faxing, phone and related errands.

**Minimum Qualifications:**

Computer efficient, familiarity with MS Office preferred; ability to work within the museum mission and the ability to work independently at times.

**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.

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**OFFICE USE ONLY**

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

**JOB NUMBER:**

11HART11

**JOB CATEGORY:**

ARTS/MEDIA