

JOB TITLE	Student Office Assistant (2 positions)
DEPARTMENT NAME	HS/UW Medicine News, Community Relations & Marketing
JOB LOCATION	South Lake Union Admin Bldg
CONTACT/SUPERVISOR	Tamiko Robertson
PHONE NUMBER	206.543.2708
EMAIL ADDRESS	tamikor@uw.edu
BOX NUMBER	358046
EMPLOYMENT PERIOD	Summer Only [<input type="checkbox"/>] Sum & Acad Year [<input type="checkbox"/>] Acad Year Only [<input checked="" type="checkbox"/>]
HOURS PER WEEK	Sum: 40 hrs/wk [<input type="checkbox"/>] up to 19 hrs/wk [<input type="checkbox"/>] Acad Yr: up to 19 hrs/wk [<input checked="" type="checkbox"/>]
RATE OF PAY	\$12.00

Duties and Responsibilities:

Sort and Distribute mail. Track and distribute office supplies. Scan, copy and file confidential documents. Create labels for mailing. Courier documents, packages and other items to various campus location and Medical Centers. Assist with department sponsored events. Assist with school tours as needed. Perform other duties as assigned. Will be required to move/lift up to 30 lbs.

Minimum Qualifications:

Excellent communication skills, public contact experience, be very reliable and detail oriented. The ability to work independently. Competency in Microsoft Suite. Experience in operation office equipment such as computer, calculator, copier, projector and laptop.

Two (2) work related references. 2 shifts M-F 8:30-1 and 12:30-5

Educational Benefits:

Have some interest in Media Relations, Communication, Community Outreach and Marketing.

OFFICE USE ONLY

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

JOB NUMBER:

11HSUW01

JOB CATEGORY:

OFFICE/ADMIN
