

JOB TITLE	Student Assistant		
DEPARTMENT NAME	Intercollegiate Athletics- Husky Women's Basketball		
JOB LOCATION	Bank of America Arena 314F		
CONTACT/SUPERVISOR	Cheryl Forsberg		
PHONE NUMBER	206-543-0732	(Complete 10-digit number)	
EMAIL ADDRESS	cfors@u.washington.edu		
BOX NUMBER	354070		
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/hour	(Compliance with current UW Student Pay Schedule)	

Duties and Responsibilities:

Perform general office work to include:
 Experience with Microsoft Office products and data entry work.
 Proofreading and editing skills
 Filing and Organizational Projects
 Able to answer telephones and direct calls to staff or take messages.
 Assist Women's Advisory Board Auction Chairperson with setup and other activities for our annual fund-raising event during Fall and Winter Quarters.

Minimum Qualifications:

Must have six months of experience working in an office atmosphere.

Educational Benefits:

Applicant will learn a great deal about the basketball program. Will gain experience in assisting with our fund-raising event. Working with an outstanding professional staff and students will be a rewarding experience.

OFFICE USE ONLY

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

JOB NUMBER:

11IATH06

JOB CATEGORY:

OFFICE/ADMIN