

JOB TITLE	Office Assistant
DEPARTMENT NAME	LAW
JOB LOCATION	William H. Gates Hall
CONTACT/SUPERVISOR	Paula Johnson
PHONE NUMBER	206-685-4189
EMAIL ADDRESS	pj4@u.washington.edu
BOX NUMBER	353020
EMPLOYMENT PERIOD	Summer Only [] Sum & Acad Year [] Acad Year Only [X]
HOURS PER WEEK	Sum: 40 hrs/wk [] up to 19 hrs/wk [] Acad Yr: up to 19 hrs/wk [X]
RATE OF PAY	\$8.55/hour

Duties and Responsibilities:

Copying, filing, faxing, assist with large mailings & orientation material, production / coordination / distribution, word processing, data entry, run errands, switchboard backup.

Minimum Qualifications:

Typing, word processing, & data entry skills, good communications skills.

Educational Benefits:

Work in an educational setting and exposure to Law School.

OFFICE USE ONLY

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

JOB NUMBER:

11LAWS02

JOB CATEGORY:

OFFICE/ADMIN