JOB TITLE	Office Assistant
DEPARTMENT NAME	Career Services, UW School of law
JOB LOCATION	Career Services, Room 346 William H. Gates Hall (law school)
CONTACT/SUPERVISOR	Paula Johnson (contact)/Naomi Sanchez (supervisor)
PHONE NUMBER	206-685-4189 (Johnson) or 206-616-1366 (Sanchez)
EMAIL ADDRESS	pj4@u.washington.edu or naomiks@u.washington.edu
BOX NUMBER	353020
EMPLOYMENT PERIOD	**Summer Only** [ ] **Sum & Acad Year** [X] **Acad Year Only** [ ]
HOURS PER WEEK	**Sum:** 40 hrs/wk [X] up to 19 hrs/wk [ ] **Acad Yr:** up to 19 hrs/wk [X]
RATE OF PAY	$12.00 (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

Update databases; organize job search online resources, researching small firms, and assisting in web organization.

Minimum Qualifications:

Good organizational skills; ability to work independently with minimal supervision; attention to detail; experience with using computers and databases.

Educational Benefits:

Learn about the Law School and its Career Services Office and operation.

OFFICE USE ONLY

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

Open [ ] Closed [ ]

JOB NUMBER: 11LAWS46

JOB CATEGORY: OFFICE/ADMIN