

JOB TITLE	Student Assistant		
DEPARTMENT NAME	Law Library – Library Administration		
JOB LOCATION	William H Gates Hall		
CONTACT/SUPERVISOR	Jonathan Franklin		
PHONE NUMBER	206-543-4089	(Complete 10-digit number)	
EMAIL ADDRESS	jafrank@u.washington.edu		
BOX NUMBER	353025		
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	Starting \$8.07/Hr (Compliance with current UW Student Pay Schedule)		

Duties and Responsibilities:

Perform general clerical duties; filing, photocopying, and other duties as assigned.

Minimum Qualifications:

Previous experience with job duties desirable. Must have good clerical skills, good communication skills, attention to detail, reliable, and dependable.

Educational Benefits:

Opportunity to learn office skills.

OFFICE USE ONLY

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

JOB NUMBER:

11LLIB03

JOB CATEGORY:

OFFICE/ADMIN
