

JOB TITLE	Student Assistant VI (Office Assistant)
DEPARTMENT NAME	School of Marine Affairs
JOB LOCATION	3707 Brooklyn Avenue N.E.
CONTACT/SUPERVISOR	Administrator
PHONE NUMBER	206-543-0106 (Complete 10-digit number)
EMAIL ADDRESS	uwsma@u.washington.edu
BOX NUMBER	355685
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	\$11/hr. (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

- Assist with seminar and meeting preparations.
- Assist with filing.
- Word process documents.
- Duplicate course and other material.
- Inventory, pack boxes, recycle and surplus property/supplies.
- Run errands on campus.
- Answer office telephone (3 lines).
- Keep main office and reception area organized.
- Post material on easels and bulletin board.
- Position requires lifting up to 20 lbs.

Minimum Qualifications:

At least 6 months of office experience.
Proficient in use of PC (Word & Excel programs).

Educational Benefits:

Gain experience working in an office with a diverse group of people in an academic setting. Learn business and 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:

11MAAF05

JOB CATEGORY:

OFFICE/ADMIN