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| JOB TITLE | Desk Assistant |
| DEPARTMENT NAME | Mathematics |
| JOB LOCATION | Math Study Center – CMU B-014 |
| CONTACT/SUPERVISOR | Patrick Perkins |
| PHONE NUMBER | 206 685 4703 |
| EMAIL ADDRESS | perkins@math.washington.edu |
| BOX NUMBER | 354350 |
| 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 | \$8.07/hour |

Duties and Responsibilities:

Receptionist: Answer the phone, help students unfamiliar with the Center.
 Check books in and out.
 Keep track of hours worked by tutors.
 Keep track of number of students using the center.

Minimum Qualifications:

Reliable, prompt, friendly

Educational Benefits:

Working in a math friendly environment.

OFFICE USE ONLY

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

JOB NUMBER:

11MATH03

JOB CATEGORY:

OFFICE/ADMIN