

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	\$8.55/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