

JOB TITLE	Office Assistant
DEPARTMENT NAME	Medical Centers Human Resources
JOB LOCATION	Northgate Executive Center
CONTACT/SUPERVISOR	Carolyn Kwek
PHONE NUMBER	206.598.6221 (Complete 10-digit number)
EMAIL ADDRESS	ckwek@u.washington.edu
BOX NUMBER	Box 359715
EMPLOYMENT PERIOD	Summer Only [] Sum & Acad Year [X] Acad Year Only [X]
HOURS PER WEEK	Sum: 40 hrs/wk [X] up to 19 hrs/wk [X] Acad Yr: up to 19 hrs/wk [X]
RATE OF PAY	\$10.66-\$13.72/hour (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

Under direct supervision, perform routine office support functions such as copying materials, filing documents in an established filing system, data entry functions, and preparing written communication (new hire letters and documentation) to be sent to newly hired Medical Center employees.

In support of office operations, perform clerical duties such as establishing and maintaining record keeping/filing systems and/or data base files, and provide general support to the Human Resources Assistant team.

- Copy materials, file documents and receive and distribute mail and other materials;
- Sort and file documents by predetermined categories; maintain files and records;
- Assist the Human Resources team in basic data entry of employee information into various systems;
- Perform key aspects of communicating with and providing information to newly hired Medical Center staff (create new hire letters, provide orientation information, etc);
- Perform reference checks on potential employees;
- Assist with the vacation payout process when an employee leaves employment at the Medical Center;
- Operate office equipment such as computer/word processor, calculator, fax and copy machine;
- Keyboard/type office forms, envelopes, labels and index tabs;
- May proofread material and identify areas needing corrections;
- Perform related duties as required.

Minimum Qualifications:

Six months of clerical work experience OR equivalent education/experience. Proficiency with Microsoft Office programs (particularly Word and Excel). Excellent verbal and written communication skills. Attention to detail.

Desired: Interest in Human Resources in a Health Care business setting.

Educational Benefits:

These appointments are available immediately, and offer a great opportunity to learn about the many areas and responsibilities with human resources. UW has over 140 HR staff members with many operational, functional, and support units. Get experience in working with in a fast-paced office environment, with a HR team supporting University of Washington Medical Center employees.

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0881 0882 0883

51% Comp. to Classified: Yes [] No []

State [] Federal []

Open [] Closed []

JOB NUMBER:

11MCHR01

JOB CATEGORY:

OFFICE/ADMIN