

JOB TITLE	Office Assistant
DEPARTMENT NAME	Medical Education and Biomedical Informatics
JOB LOCATION	Health Science Building Room E312, 1705 NE Pacific Ave, Seattle
CONTACT/SUPERVISOR	Kelly McNeill
PHONE NUMBER	206-221-3369 (Complete 10-digit number)
EMAIL ADDRESS	mcneillk@u.washington.edu
BOX NUMBER	357240
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	\$8.55 - \$10.50/hr (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

- Provide essential clerical support to the department staff.
- Serve as the main office receptionist by answering and directing calls on a multi-line phone and provide general information and directions to visitors in a professional and courteous manner.
- Assist with maintenance of departmental data bases, including assisting with specific database queries. Work with department staff towards the enhancement of the database infrastructure.
- Assist with department marketing and development materials including the development and design of departmental brochures, signs, website. Assist with language, layout, and overall presentation.
- Assist with event and meeting logistics including catering, room reservations, technical set ups and document preparation.
- Assist with filing of reports, financial materials, and other general filing under the guidance of the department staff.

Minimum Qualifications:

- Strong working knowledge of word processing, email and web applications. Willingness to learn basics of PowerPoint, Joomla, Publisher, and other business and web design software.
- Excellent written and oral communication skills, including ability to answer phones and emails in a professional and timely manner.
- Proven attention to detail for data entry, editing, and proof-reading.
- Comfortable working with a variety of demands and independently prioritize tasks in a dynamic work environment.

Educational Benefits:

- Gain familiarity with the School of Medicine and learn about cutting edge technology in health care information science and medical education.
- Learn marketing design skills in both paper and web interfaces.
- Develop general office and organizational skills applicable in many employment scenarios.

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0881 0882 0883

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

State [] Federal []

Open [] Closed []

JOB NUMBER:

11MEBI01

JOB CATEGORY:

OFFICE/ADMIN