

JOB TITLE	Office Assistant
DEPARTMENT NAME	Medicine, Allergy & Infectious Diseases
JOB LOCATION	Harborview Medical Center Research and Training Building
CONTACT/SUPERVISOR	Miko Robertson
PHONE NUMBER	206.897.5361
EMAIL ADDRESS	mikor@u.washington.edu
BOX NUMBER	359779
EMPLOYMENT PERIOD	Summer Only [<input type="checkbox"/>] Sum & Acad Year [X] Acad Year Only [<input type="checkbox"/>]
HOURS PER WEEK	Sum: 40 hrs/wk [<input type="checkbox"/>] up to 19 hrs/wk [X] Acad Yr: up to 19 hrs/wk [X]
RATE OF PAY	\$9.65-12.12 (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

Perform general office duties under the supervision of the Program Manager for the Treponema Laboratories and Assistant to the Dean of Research and Graduate Education at Harborview Medical Center.

Typical duties include: filing, mail and poster distribution, record keeping, data entry, website updating, reconciling financial transactions, maintaining office supplies, and other special projects as interests and opportunities arise.

Minimum Qualifications:

- Work-study qualified
- Excellent organizational skills
- Proficiency in MS Word, Excel, and experience in Access
- Website design experience a plus

Educational Benefits:

This is a great opportunity for a student who is interested in educational administration, research administration, grants management, or office management. This is also an excellent opportunity for someone interested in STD/AIDS research or in global health as we are affiliated with both of those departments as well. This office serves several functions- as administrative support for an active basic science microbiology laboratory, as support for the Assistant Dean of Research and Graduate Education at Harborview, and as the communication and distribution hub of information for the research community at Harborview Medical Center.

OFFICE USE ONLY

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

JOB NUMBER:

11MEDI10

JOB CATEGORY:

OFFICE/ADMIN
