

JOB TITLE	Office Assistant
DEPARTMENT NAME	School of Medicine Dean's Office Residency Program
JOB LOCATION	815 Mercer South Lake Union
CONTACT/SUPERVISOR	Maria Ponz or Carolyn Adams
PHONE NUMBER	206-616-6462 206-616-9251 (Complete 10-digit number)
EMAIL ADDRESS	mkirk@u.washington.edu
BOX NUMBER	358047
EMPLOYMENT PERIOD	Summer Only [] Sum & Acad Year [x] Acad Year Only []
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	\$11.00 (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

Data entry, filing, photocopy documents, scan documents.
 Make phone calls
 Complete excel sheets for Accounts Receivable
 General help to Fiscal Specialists

Minimum Qualifications:

Good communication and writing skills
 Excellent excel knowledge
 Some Accounting knowledge

Educational Benefits:

Working in an office environmental, using office skills, decision making, opportunity to work independently.

OFFICE USE ONLY

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

JOB NUMBER:

11MEDI17

JOB CATEGORY:

OFFICE/ADMIN