

JOB TITLE	Office Assistant		
DEPARTMENT NAME	UW AIDS Clinical Trial Unit		
JOB LOCATION	Harborview Medical Center – 2 West Clinic, Desk B		
CONTACT/SUPERVISOR	Merissa Pelletier		
PHONE NUMBER	206-744-8877	(Complete 10-digit number)	
EMAIL ADDRESS	mlastley@u.washington.edu		
BOX NUMBER	359929		
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	\$10-\$12 DOE (Compliance with current UW Student Pay Schedule)		

Duties and Responsibilities:

Perform general office duties such as filing, faxing and copying
 Assist with the preparation of correspondence, routine forms, reports and publications
 Assist with record keeping and data-entry
 Answer telephones
 Sort and distribute incoming mail
 Provide other clerical duties as assigned

Minimum Qualifications:

At least one year of clerical and reception experience
 Dependable and reliable with good attendance
 Excellent organizational skills and attention to detail
 Proficiency in MS Word, Excel, and Internet

Educational Benefits:

This is an opportunity for a student to work in a research clinic and gain valuable office skills that can be used throughout a variety of organizations. Also a possibility of learning other clinic skills and knowledge about HIV and AIDS.

OFFICE USE ONLY

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

JOB NUMBER:

11MEDI27

JOB CATEGORY:

OFFICE/ADMIN