

<b>JOB TITLE</b>	Student Assistant
<b>DEPARTMENT NAME</b>	Materials Science & Engineering
<b>JOB LOCATION</b>	302 Roberts Hall
<b>CONTACT/SUPERVISOR</b>	Yen Cone
<b>PHONE NUMBER</b>	206-543-2616
<b>EMAIL ADDRESS</b>	<a href="mailto:ycone@u.washington.edu">ycone@u.washington.edu</a>
<b>BOX NUMBER</b>	352120
<b>EMPLOYMENT PERIOD</b>	Summer Only [ <input type="checkbox"/> ]      Sum & Acad Year [ <input type="checkbox"/> ]      Acad Year Only [ <input checked="" type="checkbox"/> ]
<b>HOURS PER WEEK</b>	Sum: 40 hrs/wk [ <input type="checkbox"/> ]      up to 19 hrs/wk [ <input type="checkbox"/> ]      Acad Yr: up to 19 hrs/wk [ <input checked="" type="checkbox"/> ]
<b>RATE OF PAY</b>	\$12.00/hour      (Compliance with current UW Student Pay Schedule)

**Duties and Responsibilities:**

Assist with reception duties including answering phones, greeting and directing visitors, opening and/or closing the office, photocopying, faxing, assisting with special events and projects, running errands on campus. Assist with data entry, document preparation, filing and updating program materials.

**Minimum Qualifications:**

Ability to work with detailed materials that require a high degree of accuracy. Ability to listen well and communicate effectively with a variety of clients. Possess basic work skills such as dependability, punctuality, and thoroughness.

Facility with Microsoft Word and Excell. Experience with Filemaker Pro a plus.

**Educational Benefits:**

Develop ability to interact with a variety of customers from diverse backgrounds. Develop computing experience and knowledge of database creation and maintenance. Understand and contribute to overall operations of the office.

**OFFICE USE ONLY**

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

**JOB NUMBER:**

11MSCE02

**JOB CATEGORY:**

OFFICE/ADMIN