

JOB TITLE	Student Asst – Reception, Main Office
DEPARTMENT NAME	School of Music
JOB LOCATION	Music 102
CONTACT/SUPERVISOR	Claire Peterson
PHONE NUMBER	206-543-1201, ext 0
EMAIL ADDRESS	Claire@u.washington.edu
BOX NUMBER	353450
EMPLOYMENT PERIOD	Summer Only [<input type="checkbox"/>] Sum & Acad Year [<input checked="" type="checkbox"/>] Acad Year Only [<input type="checkbox"/>]
HOURS PER WEEK	Sum: 40 hrs/wk [<input type="checkbox"/>] up to 19 hrs/wk [<input checked="" type="checkbox"/>] Acad Yr: up to 19 hrs/wk [<input checked="" type="checkbox"/>]
RATE OF PAY	\$9.00/hr

Duties and Responsibilities:

Work in main office of School of Music, a high-activity, multi-faceted administrative center. Duties include: data entry, budget reconciliation; create reports and documents using word processing software; reception and phone answering; independent library and inventory projects; assistance in creating databases and spreadsheet reports as needed; running errands on campus.

Minimum Qualifications:

Ability to work independently and prioritize workload; experience with computer software applications (Word, Excel, Access or equivalent) desired; background in music or bookkeeping helpful.

Educational Benefits:

Improve computer applications skills; gain interaction skills with faculty, staff and student contact; experience in creating databases and reports; gain familiarity with music, software, and recordkeeping.

OFFICE USE ONLY

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

Open [] Closed []

JOB NUMBER:

11MUSI05

JOB CATEGORY:

OFFICE/ADMIN
