

JOB TITLE	Student Assistant
DEPARTMENT NAME	Neurobiology & Behavior
JOB LOCATION	T-471 Health Sciences
CONTACT/SUPERVISOR	Ann Wilkinson/Lucia Wisdom
PHONE NUMBER	(206) 685-1647 (Complete 10-digit number)
EMAIL ADDRESS	annwilk@u.washington.edu
BOX NUMBER	357270
EMPLOYMENT PERIOD	Summer Only [] Sum & Acad Year [] Acad Year Only [x]
HOURS PER WEEK	Sum: 40 hrs/wk [] up to 19 hrs/wk [] Acad Yr: up to 19 hrs/wk [x]
RATE OF PAY	\$11.00 (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

Support academic office operations in a graduate neuroscience program. The student assistant will help with file maintenance (copying, filing, retention schedules, data entry in Access database) and office inventories. Help with recruiting materials and interviews. Run errands on Upper and South Campus with occasional trips to South Lake Union (using shuttles). Special projects as needed (e.g., alumni follow-up for development). Flexible schedule.

Minimum Qualifications:

Basic office skills (word processing, proofreading/editing, filing, copying, data entry.) Ability to work with detailed materials and check materials for accuracy. Able to run errands across Main Campus (Upper & South) and South Lake Union.

Educational Benefits:

This is a great opportunity to gain office experience and organizational skills in a friendly and flexible environment. Neurobiology & Behavior is an interdisciplinary biomedical PhD Program in neuroscience with faculty & students in over 20 different departments on and off campus and our student assistant will have the opportunity to not only learn about our graduate program, but our affiliated departments as well.

OFFICE USE ONLY

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

JOB NUMBER:

11NBIO01

JOB CATEGORY:

OFFICE/ADMIN
