

JOB TITLE	Office Support
DEPARTMENT NAME	School of Nursing, Office for Nursing Research
JOB LOCATION	Health Sciences Building – Room T643
CONTACT/SUPERVISOR	Toni Still
PHONE NUMBER	206-221-2415
EMAIL ADDRESS	still@u.washington.edu
BOX NUMBER	357265
EMPLOYMENT PERIOD	Acad Year
HOURS PER WEEK	Up to 19 per week, flexible
RATE OF PAY	\$12.00 per hour

Duties and Responsibilities:

This supports two positions in the Office for Nursing Research in the School of Nursing. The office manager and the grant specialist. We are looking for a person who will help the manager with basic filing and the grant specialist with basic office support and setting up an electronic grant repository.

Minimum Qualifications:

Would like student to have experience in using the following software.

- Microsoft Word (including mail merges)
- Microsoft Access
- Adobe Acrobat (full version)
- Search Engines
- HTML code.

Educational Benefits:

Help develop skills in business process and database design. Student will also have the opportunity to develop team skills working in a small office unit.

OFFICE USE ONLY

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

JOB NUMBER:

11NURS06

JOB CATEGORY:

OFFICE/ADMIN
