

JOB TITLE	Office Assistant I
DEPARTMENT NAME	DAR, Development Research & Relationship Management
JOB LOCATION	1200 5 th Ave, Ste 1215, Seattle WA 98101
CONTACT/SUPERVISOR	Lora Bergstedt
PHONE NUMBER	206-616-0602
EMAIL ADDRESS	lorab@u.washington.edu
BOX NUMBER	358241
EMPLOYMENT PERIOD	Summer Only <input type="checkbox"/> Sum & Acad Year <input type="checkbox"/> Acad Year Only <input checked="" 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 type="checkbox"/>
RATE OF PAY	\$9.00 an hour

Duties and Responsibilities:

Assist in daily operations by helping with data entry, filing, data compilation, providing general office support with an emphasis on attention to detail and a strong work ethic.

Minimum Qualifications:

1 year prior office experience
Proficient in Microsoft Office applications

Educational Benefits:

An opportunity to work in the Development office with Researchers.

OFFICE USE ONLY

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

JOB NUMBER:

11ODAR06

JOB CATEGORY:

OFFICE/ADMIN