

JOB TITLE	Student Assistant	
DEPARTMENT NAME	Obstetrics and Gynecology	
JOB LOCATION	1959 NE Pacific St., Rm. 605 (Health Sciences Building)	
CONTACT/SUPERVISOR	Valerie Hockens	
PHONE NUMBER	206-543-3054	(Complete 10-digit number)
EMAIL ADDRESS	vhockens@u.washington.edu	
BOX NUMBER	356460	
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	\$10.00	(Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

Filing;
 Assist in spreadsheet development and some simple analysis;
 Assist in account reconciliations;
 Assist in Budget Research/Updates;
 Perform related duties as assigned.

Minimum Qualifications:

Basic Math Skills;
 Excel;
 MS Word;
 Some Access helpful;
 Prefer Accounting Major.

Educational Benefits:

This hands on job experience will adequately prepare the student in actual accounting and fiscal operations.

OFFICE USE ONLY

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

JOB NUMBER:

110GYN01

JOB CATEGORY:

OFFICE/ADMIN