

JOB TITLE	Student Helper
DEPARTMENT NAME	Ophthalmology
JOB LOCATION	HSB RR-801
CONTACT/SUPERVISOR	Tina Victa
PHONE NUMBER	206-616-6006
EMAIL ADDRESS	cvicta@u.washington.edu
BOX NUMBER	356485
EMPLOYMENT PERIOD	Summer Only [] Sum & Acad Year [x] Acad Year Only []
HOURS PER WEEK	Sum: 40 hrs/wk [x] up to 19 hrs/wk [x] Acad Yr: up to 19 hrs/wk [x]
RATE OF PAY	\$12.00 per hour

Duties and Responsibilities:

Supervised budget reconciliation of monthly budget reports. Request missing back-up documents for reconciliation. Distribution of Financial Monthly Reports (BARs/BSRs). Place orders with vendors, data entry, filing, photocopying, typing and answer phones. Run errands for petty cash, payroll, OSP and GCA, etc. Equipment inventory and surplus. Order department supplies. Key custodian.

Other duties as assigned.

Minimum Qualifications:

Computer skills in Excel and Word
Attention to detail. Organized and reliable.
Able to answer phones and direct calls

Educational Benefits:

Will learn some accounting skills and exposure to University budget system.

OFFICE USE ONLY

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

JOB NUMBER:

11OPH01

JOB CATEGORY:

OFFICE/ADMIN