

JOB TITLE	Student Assistant	
DEPARTMENT NAME	Office of Sponsored Programs	
JOB LOCATION	UW Tower, 4333 Brooklyn Ave NE	
CONTACT/SUPERVISOR	Lynne Wilson	
PHONE NUMBER	206- 685-7118	(Complete 10-digit number)
EMAIL ADDRESS	lywilson@u.washington.edu	
BOX NUMBER	359472	
EMPLOYMENT PERIOD	Summer Only []	Sum & Acad Year [X] Acad Year Only []
HOURS PER WEEK	Sum: 40 hrs/wk []	up to 19 hrs/wk [X] Acad Yr: up to 19 hrs/wk []
RATE OF PAY	\$9.50 (Compliance with current UW Student Pay Schedule)	

Duties and Responsibilities:

Alpha-numerical filing, data entry, word processing, mailings and copying, special projects

Minimum Qualifications:

Required: Attention to detail, accuracy, and promptness; familiarity with office procedures, Microsoft Word and Excel, and data entry.

Preferably students majoring in Business Administration/related fields.

Educational Benefits:

Experience in research administration and multi-tasking.

OFFICE USE ONLY

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

JOB NUMBER:

11OSPP01

JOB CATEGORY:

OFFICE/ADMIN
