

<b>JOB TITLE</b>	Secretary
<b>DEPARTMENT NAME</b>	Psychiatry & Behavioral Sciences
<b>JOB LOCATION</b>	BB 1661
<b>CONTACT/SUPERVISOR</b>	Alison Sattler
<b>PHONE NUMBER</b>	206-543-3925
<b>EMAIL ADDRESS</b>	amajor@uw.edu
<b>BOX NUMBER</b>	356560
<b>EMPLOYMENT PERIOD</b>	Summer Only [ <input type="checkbox"/> ]      Sum & Acad Year [X]      Acad Year Only [ <input type="checkbox"/> ]
<b>HOURS PER WEEK</b>	Sum: 40 hrs/wk [ <input type="checkbox"/> ]    up to 19 hrs/wk [ <input type="checkbox"/> ]      Acad Yr: up to 19 hrs/wk [X]
<b>RATE OF PAY</b>	\$12 - \$17/hour depending on experience

**Duties and Responsibilities:**

Type letters, manuscripts, and other documents  
 Prepare PowerPoint presentations from hand-written notes and graphs  
 Set-up meetings and send reminder messages by e-mail or by phone  
 Mail, copy and fax documents  
 Type transcripts using a dictaphone machine  
 Answer and transfer phone calls from patients, administrators, doctors, business representatives and others  
 Locate various types of information on the internet and download on-line articles from the Health Services Library's electronic journal website or through interlibrary loan services  
 Order office supplies using the University of Washington's on-line purchasing system  
 Assist administrative assistant with other secretarial duties in office serving research and clinical professors and Psychiatry & Behavioral Sciences Department staff

**Minimum Qualifications:**

**Computer Programs:** Proficient knowledge of Word (for Windows). Prefer some knowledge of EndNote reference manager, Excel, PowerPoint Telephone reception and office experience strongly preferred.  
 Respectful, courteous, professional manner and helpful attitude.  
 Typing speed of 50 wmp or more.

**Educational Benefits:**

Learn about psychiatric research, medical terms, and about psychiatry in general by assisting psychiatric researchers and clinicians in fulfilling their administrative duties.  
 Learn secretarial skills and gain administrative office experience and skills, including office etiquette.

**OFFICE USE ONLY**

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

**JOB NUMBER:**

11PBSC03

**JOB CATEGORY:**

OFFICE/ADMIN