

JOB TITLE	Data Entry Operator
DEPARTMENT NAME	Psychiatry & Behavioral Sciences
JOB LOCATION	Health Sciences Center
CONTACT/SUPERVISOR	Brian Tyl
PHONE NUMBER	206-543-3751
EMAIL ADDRESS	tylbrian@u.washington.edu
BOX NUMBER	356560
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	\$10.50/hour (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

The Department of Psychiatry & Behavioral Sciences is looking for a data entry operator to enter employee vacation and sick time into a computer system. This position will also perform office assistant duties such as sorting, filing, copying, labeling and running errands.

Minimum Qualifications:

Demonstrated experience in data entry with few errors.
 Ability to communicate effectively with team members.
 Experience with Access preferred.

Educational Benefits:

The Department of Psychiatry & Behavioral Sciences is the second largest Department in the School of Medicine with faculty at multiple sites and in a variety of academic disciplines. This is a great opportunity for a student to gain valuable resume experience and a strong employer reference.

OFFICE USE ONLY

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

JOB NUMBER:

11PBSC12

JOB CATEGORY:

OFFICE/ADMIN
