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| <b>JOB TITLE</b>          | Student Assistant   |
| <b>DEPARTMENT NAME</b>    | Periodontics  |
| <b>JOB LOCATION</b>       | D570  |
| <b>CONTACT/SUPERVISOR</b> | Noreen Balch  |
| <b>PHONE NUMBER</b>       | 206-616-9412  |
| <b>EMAIL ADDRESS</b>      | <a href="mailto:nbalch@u.washington.edu">nbalch@u.washington.edu</a>  |
| <b>BOX NUMBER</b>         | 357444  |
| <b>EMPLOYMENT PERIOD</b>  | Summer Only [ <input type="checkbox"/> ]      Sum & Acad Year [ <input checked="" type="checkbox"/> ]      Acad Year Only [ <input type="checkbox"/> ]              |
| <b>HOURS PER WEEK</b>     | Sum: 40 hrs/wk [ <input type="checkbox"/> ]      up to 19 hrs/wk [ <input checked="" type="checkbox"/> ]      Acad Yr: up to 19 hrs/wk [ <input type="checkbox"/> ] |
| <b>RATE OF PAY</b>        | \$10.00-12.00/hr  |

**Duties and Responsibilities:**

Office duties to include assisting Periodontics clinical & research faculty and the administrator with budget reconciliation, typing, filing financial documents, copying, literature searches, pick up and deliver mail, answer phones; may assist in updating databases; other fiscal projects as assigned. May have other clerical duties in the dental clinical and research areas.

Pleasant office working environment.

**Minimum Qualifications:**

Must have competency in Microsoft Word & Excel, email, and be able to file numerically and alphabetically.

**Educational Benefits:**

May be able to learn how office work must support the clinical, research and teaching missions of the department and the University. Will have exposure to Dental School and Periodontics Faculty in a non-classroom environment.

**OFFICE USE ONLY**

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

**JOB NUMBER:**

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| 11PDON01 |
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**JOB CATEGORY:**

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| OFFICE/ADMIN |
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