

<b>JOB TITLE</b>	Student Assistant
<b>DEPARTMENT NAME</b>	Dean Pharmacy
<b>JOB LOCATION</b>	4225 Roosevelt Way (with some work at Health Sciences H-364)
<b>CONTACT/SUPERVISOR</b>	Christene James
<b>PHONE NUMBER</b>	206.543.6217
<b>EMAIL ADDRESS</b>	cajames@u.washington.edu
<b>BOX NUMBER</b>	354699
<b>EMPLOYMENT PERIOD</b>	Summer Only [ ]      Sum & Acad Year [ X ]      Acad Year Only [ ]
<b>HOURS PER WEEK</b>	Sum: 40 hrs/wk [ ]    up to 19 hrs/wk [ X ]    Acad Yr: up to 19 hrs/wk [ X ]
<b>RATE OF PAY</b>	\$9.00 – 10.00/hour      Depends on experience

**Duties and Responsibilities:**

- Provide support to office of the dean, including development and external programs.
- Responsible for proofreading, copying and distributing presentation materials, reports and correspondence. This includes minor editing using word processing, graphics, presentation and/or other specialized software, and preparing copies of materials both in paper and electronic format.
- Responsible for cash transmittals, including physical handling of cash (petty cash and bank deposits) and preparing of check cash transmittals.
- Responsible for filing reports and other materials, including confidential budget reports. Maintains various files for the dean's office.
- Helps maintain databases including data input and queries.
- May perform library searches on health sciences materials for the dean.
- Must be able to serve as office receptionist; requires ability to answer phones, provide general information, direct calls and visitors and take messages, all in a professional and courteous manner.
- Assist with event and meeting logistics and preparation, possibly including site set-up and tear-down.
- Will be given various assignments and must independently prioritize work such that everything is done in a timely manner.

**Minimum Qualifications:**

- Must be competent using basic word processing, email and browser software, Experience with other applications not required, but must be sufficiently familiar/comfortable with software to be able to learn basics of applications such as Excel, PowerPoint, Photoshop, and other business, graphics and presentation software.
- Must be able to work with a PC, including sending/receiving email attachments, copying materials to disk or CD, sending commands to local and networked printers, accessing/downloading materials on networks and the web, and other electronic-based functions.
- Must have good telephone skills and the ability to deal with more than one inquiry at a time. Must be able to respond to questions in a clear and concise manner.
- Must be detail oriented with strong verbal and written communication skills.
- Must be responsible and discrete in dealing with possibly sensitive and confidential materials and messages.

**Educational Benefits:**

The dean's office is a business office, so the student will have the opportunity to acquire business skills such as enhancing telephone communications, learning software applications, and developing database organization skills. The office at 4225 Roosevelt Way houses the school's public information and development staff, so there can be exposure to external constituencies which can enhance the student's public presence skills. The office at the Health Sciences Building houses teaching faculty and researchers so there will may be the opportunity to develop research and learning skills through library searches (both online and at the Health Sciences Library) and working on research/instructional reports and presentation materials.

**OFFICE USE ONLY**

Job Class Code: 0875 0872 Grad: 0881 0882 0883

51% Comp. to Classified: Yes [ ] No [ ]

State [ ] Federal [ ]

Open [ ] Closed [ ]

**JOB NUMBER:**

**11PHAR02**

**JOB CATEGORY:**

**OFFICE/ADMIN**