

JOB TITLE	Office Assistant
DEPARTMENT NAME	Psychology
JOB LOCATION	119 Guthrie Hall
CONTACT/SUPERVISOR	William Kaplan
PHONE NUMBER	206-543-2643
EMAIL ADDRESS	wkaplan@u.washington.edu
BOX NUMBER	351525
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-\$10.25 (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

This position primarily consists of reception duties such as answering and directing phone calls, mail distribution and photocopying. In addition, some handling of time sensitive documents, data entry and other various duties as assigned.

Minimum Qualifications:

This position entails a significant amount of interaction with faculty, staff and students alike. Therefore the ideal candidate will have excellent organization and communication skills. Being equally effective working as either a member of a team or independently is a must. Further, the ideal candidate will excel in their ability to multitask while maintaining specific attention to detail. Psychology majors with previous office experience preferred.

Educational Benefits:

This is an opportunity for the individual to immerse themselves in one of the largest departments on campus. Not only lending insight as to how an academic department functions but regular interaction with faculty on a level not afforded in the classroom. Working in such a highly visible position within the department gives the individual an inside track in other opportunities related to the field of Psychology such as research positions or post-graduate studies.

OFFICE USE ONLY

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

JOB NUMBER:

11PSYC15

JOB CATEGORY:

OFFICE/ADMIN