

JOB TITLE	STUDENT PAYROLL ASSISTANT		
DEPARTMENT NAME	PSYCHOLOGY		
JOB LOCATION	GUTHRIE HALL BLDG, ROOM 126		
CONTACT/SUPERVISOR	MERLY JONES		
PHONE NUMBER	206-543-3366	(Complete 10-digit number)	
EMAIL ADDRESS	merlej@u.washington.edu		
BOX NUMBER	351525		
EMPLOYMENT PERIOD	Summer Only [<input type="checkbox"/>]	Sum & Acad Year [<input type="checkbox"/> x]	Acad Year Only [<input type="checkbox"/>]
HOURS PER WEEK	Sum: 40 hrs/wk [<input type="checkbox"/>]	up to 19 hrs/wk [<input type="checkbox"/>]	Acad Yr: up to 19 hrs/wk [<input type="checkbox"/>]
RATE OF PAY	\$11.00 - \$12.00/hr depending on experince		

How to apply: Please email your resume and cover letter to merlej@u.washington.edu. Please put "Resume" in the subject line of the email. Include a summary of your experience with database, spreadsheets, and word processing programs. Please include or attach contact information for references. References will not be contacted without first obtaining your permission. Resumes and printed attachments may also be dropped off at 126 Guthrie Hall. Resumes will be accepted until June 30, 2009, or until the position is filled.

Duties and Responsibilities:

This position will assist in the preparation of the department's payroll. Dynamic work environment. Summer hours available

Print and distribute timesheets, audit and set up hourly timesheets for payroll processing. Data entry from timesheets to department's database and to the UW Online Work Leave System. Make copies as needed. Sort and distribute Grant and Contract Certification Reports to principal investigators (PIs). File and keep track of these reports, and follow up with PIs when the reports are past due.

Minimum Qualifications:

This position requires attention to detail, good organization skills, and good verbal, written, and analytical skills. Ability to handle confidential information responsibly. Excellent customer service skills. Excel, Word and Access experience helpful. Must be comfortable communicating with faculty. Ability to clearly communicate via email.

Be available to work about 10 to 14 hours per week, between 9 a.m. and 5:30 p.m., Monday through Friday. There are periods approaching deadlines where additional hours may be available.

Preference will be given to candidates who can commit to working for more than one year. A satisfactory outcome from a criminal background verification will be required prior to hire.

Educational Benefits:

Become familiar with the how payroll is prepared and managed. The practices introduced in this position are based on a common set of guidelines that are followed by public and private-sector employers. Students pursuing careers in a variety of field's maybe interested in obtaining these skills.

OFFICE USE ONLY

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

JOB NUMBER:

11PSYC17

JOB CATEGORY:

OFFICE/ADMIN
