

<b>JOB TITLE</b>	Procurement Student Helper – Purchasing
<b>DEPARTMENT NAME</b>	Purchasing
<b>JOB LOCATION</b>	3917 University Way NE
<b>CONTACT/SUPERVISOR</b>	Melanie McKay Fields
<b>PHONE NUMBER</b>	206-221-6014
<b>EMAIL ADDRESS</b>	<a href="mailto:melaniel@u.washington.edu">melaniel@u.washington.edu</a>
<b>BOX NUMBER</b>	351110
<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 checked="" type="checkbox"/> ]    up to 19 hrs/wk [ <input checked="" type="checkbox"/> ]    Acad Yr: up to 19 hrs/wk [ <input checked="" type="checkbox"/> ]
<b>RATE OF PAY</b>	\$12.00

**Duties and Responsibilities:**

**Perform a variety of customer and staff support duties that may include some or all of the following:**

- Filing
- Answer phone in Buying groups and reception
- Enter order in UW Purchasing System
- Contact UW departments to determine or clarify their requirements for products
- Contact vendors to place orders
- Utilize Microsoft Office to create and maintain reports
- Special Projects
- Other duties as assigned

**Minimum Qualifications:**

**Requirements**

Attention to detail.  
 Excellent written and oral communications skills  
 Computer skills

**Educational Benefits:**

Training in legal requirements for public purchases, documentation of purchase orders and contracts and the use of a complex automated system for Purchasing/Accountings Payable.

**OFFICE USE ONLY**

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

**JOB NUMBER:**

11PURC01

**JOB CATEGORY:**

OFFICE/ADMIN