

<b>JOB TITLE</b>	Office Assistant	
<b>DEPARTMENT NAME</b>	Division of Rheumatology	
<b>JOB LOCATION</b>	HSB BB561	
<b>CONTACT/SUPERVISOR</b>	Cathy Johnson	
<b>PHONE NUMBER</b>	206-616-5330	(Complete 10-digit number)
<b>EMAIL ADDRESS</b>	pingpong@u.washington.edu	
<b>BOX NUMBER</b>	356428	
<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>	\$8.75	(Compliance with current UW Student Pay Schedule)

**Duties and Responsibilities:**

Division is involved in research and clinical studies relating to Rheumatology. Filing, photocopying, answering phones, distributing mail, typing documents, ordering food, faxing, entering purchase orders

**Minimum Qualifications:**

Basic knowledge of Windows OS and MS Office.

**Educational Benefits:**

Gives the students the general background for working in an environment with others, will help with their prioritizing of work, will give them the skills in which to work with other people, will give experience in using office software, will give experience with basic front office operations

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**OFFICE USE ONLY**

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

**JOB NUMBER:**

11RHEU04
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**JOB CATEGORY:**

OFFICE/ADMIN
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