

JOB TITLE	Office Assistant		
DEPARTMENT NAME	Student-Athlete Academic Services		
JOB LOCATION	Conibear Shellhouse		
CONTACT/SUPERVISOR	Alafiani Washington		
PHONE NUMBER	206 543-2427	(Complete 10-digit number)	
EMAIL ADDRESS	icatutor@u.washington.edu		
BOX NUMBER	354070		
EMPLOYMENT PERIOD	Summer Only []	Sum & Acad Year [X]	Acad Year Only []
HOURS PER WEEK	Sum: 40 hrs/wk []	up to 19 hrs/wk [X]	Acad Yr: up to 19 hrs/wk [X]
RATE OF PAY	\$10.00 – \$15 (Compliance with current UW Student Pay Schedule)		

Duties and Responsibilities:

Assist Tutorial Coordinator in day-to-day activities to include but not limited to answering phones, filing, shredding, photocopying, shelving books, labels, running errands on campus, working with tutoring database, sending email messages, working with a tutor pool of 60-100 hourly employees. Answering basic questions for academic staff, general population, and student-athletes about tutoring program. Assist with quarterly event preparation, which services 300 faculty, coaches, tutors and student-athletes.

Minimum Qualifications:

Proficiency with Microsoft works, specifically but not limited Microsoft publisher & excel. Ability to multitask and act as a team player, the job requires a high level of accuracy, efficiency, and confidentiality in order for duties to be completed. Ability to work with diverse populations and knowledge of student-athlete population is helpful to Student-Athlete Academic Services atmosphere. This is a great Job!

Educational Benefits:

Access to a wealth of learning opportunities, included but not limited to a library of learning resources, mid term and final review sessions for some 100 & 200 level courses and an on site computer lab. Additional educational benefit includes an exposure to the world of Intercollegiate Athletics.

OFFICE USE ONLY

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

JOB NUMBER:

11SATH01

JOB CATEGORY:

STUDENT SERV