

JOB TITLE	Office Assistant
DEPARTMENT NAME	Department of Surgery
JOB LOCATION	Harborview Medical Center
CONTACT/SUPERVISOR	Susan Gainer
PHONE NUMBER	(206) 731-5913
EMAIL ADDRESS	sgainer@u.washington.edu
BOX NUMBER	359796
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	\$9.50-11.00

Duties and Responsibilities:

In support of office operations, perform clerical duties such as typing forms and memos, supplies ordering, maintaining record keeping/filing systems, and copying materials. Typical work may include sorting and distributing mail, operating office equipment(copy and fax machines), perform basic arithmetic for supply ordering, typing and proofreading materials, perform related duties as required.

Minimum Qualifications:

Patient confidentiality will be required, computer skills and knowledge of WORD using a Macintosh computer, ability to manage a complex copy machine.

Educational Benefits:

Gain experience with many aspects of office coordination and working in an academic environment, including knowledge of hospital and institutional policies.

OFFICE USE ONLY

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

Open [] Closed []

JOB NUMBER:

11SURG01

JOB CATEGORY:

OFFICE/ADMIN