

JOB TITLE	Student Office Assistant		
DEPARTMENT NAME	Enrollment Services and Student Affairs		
JOB LOCATION	University of Washington, Tacoma		
CONTACT/SUPERVISOR	Linda Spence-Noyer		
PHONE NUMBER	(253) 692-4409	(Complete 10-digit number)	
EMAIL ADDRESS	lsnoyer@u.washington.edu		
BOX NUMBER	358400		
EMPLOYMENT PERIOD	Summer Only []	Sum & Acad Year [X]	Acad Year Only []
HOURS PER WEEK	Sum: 40 hrs/wk [X]	up to 19 hrs/wk [X]	Acad Yr: up to 19 hrs/wk [X]
RATE OF PAY	\$9.00 – 10.00 (Compliance with current UW Student Pay Schedule)		

Duties and Responsibilities:

Work in a fast paced environment with constantly changing priorities. Perform clerical duties to include but not limited to; budget entries, inventory data entry, management of office supplies including purchasing and disseminating, record keeping for time sheets, payroll, & personnel, manual and electronic filing, copying; assist with special events, assist with special mailings.

Minimum Qualifications:

Two years office assistance experience
 Excellent computer skills with current experience in Word, Excel and Access
 Superior communication and customer service skills
 Capacity to function well in a multitasking position
 Precise attention to details, superior organizational skills and ability to work in a multifunction and diverse environment.

Educational Benefits:

These positions offer students the opportunity to enhance their professional development, increase their office systems experience, and improve their ability to work in a fast paced and diverse environment.

OFFICE USE ONLY

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

JOB NUMBER:

11TACO02

JOB CATEGORY:

OFFICE/ADMIN