

<b>JOB TITLE</b>	Student Office Assistant		
<b>DEPARTMENT NAME</b>	Urban Studies		
<b>JOB LOCATION</b>	UW Tacoma		
<b>CONTACT/SUPERVISOR</b>	Kim Davenport		
<b>PHONE NUMBER</b>	253-692-4527	(Complete 10-digit number)	
<b>EMAIL ADDRESS</b>	kimmd@u.washington.edu		
<b>BOX NUMBER</b>	358437		
<b>EMPLOYMENT PERIOD</b>	Summer Only [ ]	Sum & Acad Year [ ]	Acad Year Only [ X ]
<b>HOURS PER WEEK</b>	Sum: 40 hrs/wk [ ]	up to 19 hrs/wk [ ]	Acad Yr: up to 19 hrs/wk [ X ]
<b>RATE OF PAY</b>	\$10/hour	(Compliance with current UW Student Pay Schedule)	

**Duties and Responsibilities:**

Provide telephone coverage and respond to inquiries, direct calls, and receive visitors for Urban Studies/International Programs office.

Schedule advising appointments for program adviser;

Provide general clerical support to the program to include preparing correspondence, data entry, filing, proofreading, and other assignments given by the program administrator and/or director;

Assist departmental faculty for course related tasks: textbook orders, course evaluations, grades, and syllabi;

Sort and distribute US and campus mail;

Operate a variety of office equipment including desktop and laptop computers, copiers, fax, printers, and multi-line phones.

**Minimum Qualifications:**

Ability to answer multi-line phones, take messages, and direct calls;

Computer skills, including: keyboarding proficiency, basic familiarity with Microsoft Office software, e-mail and Internet software;

Ability to work independently, prioritize work responsibilities, and maintain confidentiality.

**Educational Benefits:**

Gain office and computer experience while working with students and faculty in the university setting. Learn about administration and coordination of university academic programs. Gain experience working with a diverse population.

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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:**

11TACO14

**JOB CATEGORY:**

OFFICE/ADMIN