

<b>JOB TITLE</b>	Student Assistant
<b>DEPARTMENT NAME</b>	Travel Office
<b>JOB LOCATION</b>	Purchasing and Accounting, 3917 University Way NE
<b>CONTACT/SUPERVISOR</b>	Teresa Crisostomo
<b>PHONE NUMBER</b>	(206) 685-9328
<b>EMAIL ADDRESS</b>	<a href="mailto:tcris@u.washington.edu">tcris@u.washington.edu</a>
<b>BOX NUMBER</b>	351117
<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>	\$9.00 – 12.00      (Compliance with current UW Student Pay Schedule)

**Duties and Responsibilities:**

Open and clock in, and sort mail  
 File open purchase requisitions  
 Prepare reports (corporate card program)  
 Special projects  
 Processing travel expense vouchers (post audit)

Must be able to work independently

**Minimum Qualifications:**

Experience on computers  
 Must be able to work independently

**Educational Benefits:**

Experience in a large and complex business office with high volume client contact and accounting operations/compliance of state regulations.

**OFFICE USE ONLY**

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

**JOB NUMBER:**

11TRAV01

**JOB CATEGORY:**

OFFICE/ADMIN