

Job Title of this Position	Office Assistant/Filing
Name of Organization	Barnard Intellectual Property Law Inc.
Website	
Job Location Address	Tukwila, Washington
Contact / Supervisor	Carol Freeman
Phone Number	Contact via email
E-mail	cfreeman@barnard.com
<u>Hourly</u> Pay Rate (indicate a range)	13.00 hr/15.00 hr. DOE
Employment Period	Summer Only [ <input type="checkbox"/> ]    Academic Year [ <input checked="" type="checkbox"/> ]    Summer & Academic Year [ <input type="checkbox"/> ]
Hours per week	Summer: full time program 40 hrs/wk [ <input type="checkbox"/> ] part time program up to 19 hrs/wk [ <input checked="" type="checkbox"/> ] Academic Year: up to 19 hrs/wk [ <input checked="" type="checkbox"/> ]

**Nature of Business or Organization:**

Intellectual Property Law office dealing with patents, trademarks, and copyrights.

**Duties and Responsibilities:**

Must like dogs, because there are 2 dogs that come to the office daily. Duties include, filing, typing, sorting mail. Dictation transcription is a plus. Being able to listen to a tape and write a letter based on the dictation. Strong Microsoft Word and Office skills needed.

**Minimum Qualifications:**

Typing/at least 40 wpm, strong filing and organizational skills, must be a fast learner, and able to take direction well.

**Educational Benefits:**

The educational benefits are being able to learn the process of obtaining a trademark, patent or copyright from one of the senior attorneys in the state of Washington.

(For Work Study Office Use Only)

**JOB NUMBER** 65BAR01

**REIMBURSEMENT RATE:**    **FEDERAL**      %    **STATE** **65%**