OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Student Helper
Department Name	Oral Medicine
Job Location	HSB - B316
Pay Rate	$9.19 - $12.00
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Dalila Sebring
Phone Number	206-543-6501
Email Address	dalila@uw.edu
Website	
Box Number	356370

Nature of Organization
The Department of Oral Medicine is within the School of Dentistry. We teach dental, graduate and residents in the field of Oral Medicine. We do research on Oral Facial Pain, Taste and Sensory of pain. We also see patient for Oral Health needs.
Duties and Responsibilities
Front desk duties, answering phones, making copies, scanning documents, attaching documents to charts, faxing, making spreadsheets, filing, collating, mailing letters, boxes and films, picking up and distributing mail, making phone calls to patients of reminder of appointments, shredding, running errands to upper campus, and providing customer services to patients, students and faculty.
Minimum Qualifications
Knowledge of computer software like Word, Excel and PowerPoint. How to use a Xerox machine, scanner, fax machine and overhead projector. Be able to run to upper campus, understand the confidentiality of patients information or research information. The confidentiality of test papers for dental students.
Educational Benefits
Knowledge of the business office of a dental specialty clinic, dental school experience and understanding of the educational benefits of the dental students and how it is like to experience dental school, graduate school and residencies in dental education. Plus understand research and patient oral health care.

How to Apply
Please send resume and cover letter to Dalila Sebring at dalila@uw.edu.

Job Number: OMED01 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Open