

Work Study Job Description

Job Title	Office Assistant
Department Name	Pediatrics
Job Location	RR314 HSB
Pay Rate	\$9.32 - \$18.29
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Rose Rulloda
Phone Number	206-616-4670
Email Address	rulloda@uw.edu
Website	http://www.washington.edu/medicine/pediatrics/home/
Box Number	356320

Nature of Organization

Duties and Responsibilities

Finding and matching source documents.
 General office/reception duties.
 Work directly with Budget Fiscal Operations Supervisor.
 Perform other duties assigned.

Minimum Qualifications

Excellent customer service skills.
 Strong attention to detail and reliability is highly desired.
 Possess precise execution of their duties.
 Basic Microsoft Office skills, strong communication, organizational, time management, and multitasking skills.
 Must have previous office experience.

Educational Benefits

Opportunity to experience working in a professional office setting.

How to Apply

Send email with resume and two references to Rose Rulloda at rulloda@uw.edu.

Job Number: PEDI01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal