

## Work Study Job Description

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|---------------------------|---|
| <b>Job Title</b>          | Administrative Assistant  |
| <b>Department Name</b>    | Molecular Engineering & Sciences Institute                                    |
| <b>Job Location</b>       | Molecular Engineering & Sciences Building                                     |
| <b>Pay Rate</b>           | \$10 - \$16   |
| <b>Employment Period</b>  | Academic Year   |
| <b>Hours Per Week</b>     | 19 hrs/wk   |
| <b>Contact Supervisor</b> | Jill Pfaendtner   |
| <b>Phone Number</b>       | 206-543-5964  |
| <b>Email Address</b>      | jmap@uw.edu   |
| <b>Website</b>            | <a href="http://www.MolES.washington.edu">http://www.MolES.washington.edu</a> |
| <b>Box Number</b>         | 351653  |

### Nature of Organization

The MolES Institute brings together interdisciplinary faculty from across the UW to catalyze translational research and initiate new educational programs. Work will be dynamic and changing as the Institute evolves and grows.

### Duties and Responsibilities

- Assist with filing and basic reconciliation of expenditures
- Assist with event planning and providing event-day support
- Provide office support and complete other administrative duties as assigned

### Minimum Qualifications

- Able to communicate professionally and appropriately with various members of the UW community, including graduate students, faculty, and staff
- Good proofreading, writing, and research skills
- Detail-oriented, independent, and self-motivated
- Proficient in Microsoft Word and Excel

Interest in fiscal processes and/or web development and knowledge of engineering a plus.

### Educational Benefits

- Great opportunity to learn more about the university and improve writing and reporting skills
- Contribute to a brand new campus initiative
- Learn UW fiscal policies and procedures
- Learn/develop general office and web development skills

### **How to Apply**

Please email your resume and statement of interest to [MoIES@uw.edu](mailto:MoIES@uw.edu)

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Job Number: MESC02 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal