

Work Study Job Description

Job Title	Office Assistant
Department Name	UW Payroll
Job Location	UW Tower
Pay Rate	\$ - \$12
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Julia Shanahan
Phone Number	206-221-9129
Email Address	jeshana@uw.edu
Website	
Box Number	351120

Nature of Organization
UW Payroll Office manages the University's payroll system, ensuring employees are paid on time. The office administers tax issues and payments and provides payroll information efficiently and accurately.
Duties and Responsibilities
Independently file and retrieve documents. Assist with basic administrative duties such as copying, scanning, faxing, collating.
Minimum Qualifications
Good organizational skills, punctual, attentive to detail, self-motivated and professional. Work hours will be scheduled between 8:00 and 5:00, Monday through Friday. Flexible to accommodate class schedule.
Educational Benefits
Gain experience in a large administrative office in higher education.
How to Apply
Please send resume to Julia Shanahan at jeshana@uw.edu

Program: State