

## Work Study Job Description

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|---------------------------|-----------------------------------------------------------------------------------------|
| <b>Job Title</b>          | Student Assistant Business Fiscal Office                                                |
| <b>Department Name</b>    | Pathology                                                                               |
| <b>Job Location</b>       | Harborview R&T, So Lk Union, Health Sci Bldg                                            |
| <b>Pay Rate</b>           | \$10.00 - \$10.00                                                                       |
| <b>Employment Period</b>  | Summer, Academic Year                                                                   |
| <b>Hours Per Week</b>     | 40 hrs/wk, 19 hrs/wk                                                                    |
| <b>Contact Supervisor</b> | Cindy Lacer                                                                             |
| <b>Phone Number</b>       |                                                                                         |
| <b>Email Address</b>      | cil@uw.edu                                                                              |
| <b>Website</b>            | <a href="http://www.pathology.washington.edu/">http://www.pathology.washington.edu/</a> |
| <b>Box Number</b>         | 358050                                                                                  |

### Nature of Organization

UW Medicine Pathology is annually among the top recipients of NIH funding for research grants among the departments of pathology in the nation. Operations are based @ UW Medicine Health Science Bldg, Harborview R&T, & So.Lake Union.

### Duties and Responsibilities

The Department of Pathology Business Office is seeking a student assistant. Primary duties will include reconciling expenditures for grants, contracts, and departmental budgets while auditing for compliance. Other duties include acquiring knowledge about University records retention requirements, transition of paper from active files to electronic archives, assisting with purchasing for labs, errands, and filing. Applying computer skills to gain knowledge of UW financial systems (FIN, PAS, and Financial Desktop) and update spreadsheets. Additional opportunities will be based on performance and could involve cost accounting, reporting, assisting with the development of lean accounting procedures, and processes which will withstand audit.

### Minimum Qualifications

1. Currently enrolled UW Seattle student.
2. Self-motivated & able to work independently.
3. Excellent organizational skills and attention to details.
4. Strong oral and written communication skills
5. Dependable & reliable; with good attendance.
6. Excellent computer, data entry & 10-key skills; including strong Excel skills & proficiency in MS Word (Access & PowerPoint a plus) Comfortable learning new programs & web-based applications.
7. Strong customer service skills
8. Proven ability to multi-task & coordinate multiple priorities.
9. Good with numbers, enjoy working with numbers, accuracy is top priority.
9. Strong analytical problem solving skills. Tenacious until full resolution is achieved.

### **Educational Benefits**

Learn & apply on the job fiscal skills such as budget reconciliation, compliance, purchasing, digital filing & archiving, problem solving, excel skills, ad hoc reporting, etc.

### **How to Apply**

Please submit cover letter & resume to [c1l@uw.edu](mailto:c1l@uw.edu)

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Job Number: PATH01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal