

Work Study Job Description

Job Title	Office Assistant
Department Name	Experimental Haring Center
Job Location	Experimental Education Unit
Pay Rate	\$12 - \$14
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Barbara Johnson
Phone Number	206-543-9414
Email Address	bkjohns@u.washington.edu
Website	http://www.nwmedialiteracy.org
Box Number	357925

Nature of Organization

NW Center for Excellence in Media Literacy, College of Education uses media as a hook to address a variety of health issues. The Center is located in the Haring Center, Experimental Education Unit.

Duties and Responsibilities

WORK STUDY Office Assistant duties include word processing, data entry, filing and preparation of materials for research study focus work groups. Seeking applicant who is detailed oriented and able to work independently.

Minimum Qualifications

Qualifications: Have excellent computer skills in word processing, excel data entry and powerpoint presentations. Applicant must be work study qualified.

Educational Benefits

Work study student will gain valuable experience in media literacy education and will have opportunities to communicate with professionals across Washington state involved in health issues and media work. Experience in data entry and preparation of research materials will build capacity for future professional endeavors.

How to Apply

Submit resume and available work schedule to bkjohns@u.washington.edu

Job Number: EXEU09 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: State