

## Work Study Job Description

<b>Job Title</b>	Office Assistant
<b>Department Name</b>	Center for Educational Leadership
<b>Job Location</b>	Northgate
<b>Pay Rate</b>	\$10 - \$14
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Bernadette Dwyer
<b>Phone Number</b>	206-616-7855
<b>Email Address</b>	dwyer@uw.edu
<b>Website</b>	<a href="http://www.k-12leadership.org/">http://www.k-12leadership.org/</a>
<b>Box Number</b>	353600

### Nature of Organization

### Duties and Responsibilities

2. Respond to requests for photocopying and creation of marketing folders
3. Assist with creation and editing of Word documents and spreadsheets and with PowerPoint formatting
4. Provide support in setting up meetings and calendaring appointments
5. Complete filing, sorting and other administrative tasks.
6. Scan documents and help update electronic files
7. Assist with other duties as assigned.

### Minimum Qualifications

1. Experience with completing administrative tasks
2. Experience using Microsoft Office, especially Outlook, Excel and PowerPoint
3. Experience calendaring using Outlook
4. Excellent communication skills and well as the ability to handle multiple tasks simultaneously.  
Strong team player
5. High degree of accuracy
6. Strong work ethic. Good attendance and punctuality

### Educational Benefits

This position offers the opportunity to gain administrative skills and improve on technical skills such as Microsoft Office and become familiar with UW systems. In addition, there is an opportunity to learn more about the research and trends in K-12 education in the U.S.

**How to Apply**

Please send resume to Donna Andle at [andled@uw.edu](mailto:andled@uw.edu).

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Job Number: EDUC08 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal