

Work Study Job Description

Job Title	Student Fiscal Assistant
Department Name	Pharmacology
Job Location	HSB E401
Pay Rate	\$9.19 - \$9.19
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Phoi Trinh
Phone Number	206-543-6662
Email Address	phoipt@uw.edu
Website	
Box Number	357280

Nature of Organization

The Fiscal Office in the Department of Pharmacology (HSB E401) is looking for a Student Assistant, student schedule depending. We are seeking someone who is responsible, motivated, pays close attention to detail and interacts well with others.

Duties and Responsibilities

Assist with office work including budget reconciliation, sorting, matching documents, data entry, filing, copying, bulk mailings, and various special projects.

Minimum Qualifications

Work Study eligible: Work Study is part of financial aid award. Please check with the UW Work Study office for more details and to confirm eligibility.

Familiarity with Microsoft applications (Word & Excel)

Reliability/dependability/some schedule flexibility during Monday-Friday daytime hours.

Educational Benefits

First hand knowledge of fiscal and administrative functions in an academic unit.

Gain fiscal, clerical, database management, and organizational skills for performing in a high-volume environment.

How to Apply

Please email resume to Anne Russell at anneruss@uw.edu

Job Number: PHGY07 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal