

Work Study Job Description

Job Title	Student Assistant
Department Name	Academic Services, School of Nursing
Job Location	T301 Health Sciences Building
Pay Rate	\$10.00 - \$10.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Laura Mason
Phone Number	206-221-2462
Email Address	ljmason@uw.edu
Website	http://www.nursing.uw.edu/
Box Number	357260

Nature of Organization

The UW School of Nursing has been a top-rated School of Nursing since 1984 and consistently ranks in the top three recipients for nursing research grants as well as having 99 percent of tenured faculty members hold PhD degrees,

Duties and Responsibilities

Assist with tasks related to nursing degree programs, admissions, including application file set-up, data entry, scanning, and filing and shredding; reception work, including answering phones, assist with directing prospective students to information regarding nursing programs and sorting mail; errands and other staff support as needed. Assist with file set-up data entry for affiliation agreements. This position also requires the familiarization oneself with nursing programs.

Minimum Qualifications

- Proofreading, editing, scanning, filing, and organizational skills.
- Able to answer busy phones, take messages, and direct calls.
- Prior office work experience preferred but not required.
- DUE TO NATURE OF WORK, JOB NOT APPROPRIATE FOR NURSING STUDENT OR PROSPECTIVE

APPLICANT TO UW NURSING SCHOOL.

Educational Benefits

- Opportunity to work in an academic advising office.
- Develop new skills working within the University atmosphere.
- Gain degree program processing and expertise; working with faculty, staff, students and the public.

How to Apply

Send resume to ljmason@uw.edu

Job Number: NURS01 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Open