

Work Study Job Description

Job Title	Student Assistant
Department Name	Chemical Engineering
Job Location	Benson Hall
Pay Rate	\$12 - \$12
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Dan Dembiczak
Phone Number	206-685-8364
Email Address	ddd1@uw.edu
Website	http://cheme.washington.edu
Box Number	351750

Nature of Organization

Duties and Responsibilities

The Chemical Engineering Department seeks a student office assistant to support senior staff with short-term projects between winter quarter and the end of spring quarter.

Work will be primarily focused on our upcoming ABET site visit (scanning/copying/preparing materials) and supporting our Grants Manager with a back-log of budget filing, reconciliation and paperwork.

Other special projects to be determined. We are a fun, dynamic and hard-working department. Come join us!

Minimum Qualifications

Undergraduate student in good standing at the University of Washington. Understanding of some UW systems. Web and email savvy. Some experience with MS Office Suite. Attention to detail and communication skills are key.

Educational Benefits

Students will learn the ins and outs of a major academic department conducting state of the art research. Students will interact with staff, faculty, grad students and visitors. Will gain knowledge on business practices, UW policies and procedures and accounting techniques.

How to Apply

Please send a resume and a brief cover letter to Dan Dembiczak, ddd1@uw.edu

Job Number: CENG06 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal