

## Work Study Job Description

<b>Job Title</b>	Office Assistant
<b>Department Name</b>	School of Art
<b>Job Location</b>	102 Art
<b>Pay Rate</b>	\$10.00 - \$13
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Lisa Town
<b>Phone Number</b>	206-543-4876
<b>Email Address</b>	lisatown@uw.edu
<b>Website</b>	<a href="http://art.washington.edu/">http://art.washington.edu/</a>
<b>Box Number</b>	353440

### Nature of Organization

### Duties and Responsibilities

Act as assistant to the School of Art Administrative Services Coordinator,

- photocopying and producing high-quality pdf image files for faculty use
- general office support, including data entry, filing, posting of notices, mail distribution, running errands, as needed
- assist in organizing and maintaining safe, clean and functionally efficient workspaces (including classrooms, conference rooms, administrative spaces and hallways)
- may assist other administrative staff in the School of Art, depending on workload

### Minimum Qualifications

- accuracy and attention to detail
- ability to deal with the general public, staff, faculty, and students in an efficient and pleasant manner
- reliability, some schedule flexibility during Monday-Friday daytime hours
- Higher pay rate for someone with more experience and the ability to function at higher level responsibilities with minimum supervision.

### Educational Benefits

- firsthand knowledge of administrative functions in a large academic unit
- build background knowledge in art, art history and design through tasks and contact with faculty, staff and graduate students.

**How to Apply**

Forward resume to Lisa Town for position ARTS19.

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Job Number: ARTS19 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal