OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Student Office Assistant
Department Name	Division of Student Life
Job Location	101 Gerberding Hall
Pay Rate	$10 - $DOE
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Amy Kim
Phone Number	(206) 543-49
Email Address	mk34@uw.edu
Website	http://studentlife.washington.edu/
Box Number	351266

Nature of Organization
Division of Student Life
Duties and Responsibilities
Assist the team in the Office of Student Life. Greet guests in person, answer and direct incoming telephone calls using a multi-line phone system. Respond to questions and inquires about Student Life policies and procedures, interact with students, parents and other visitors concerning services and give out appropriate materials. Schedule appointments and meetings for professional staff. Assist in planning for scholarship events designed to foster the relationship between students and donors; assist in staffing scholarship events; aAssist in drafting extensive annual donor reports; organize and log letters received from scholarship recipients; and organize and log donor endowment-related documents.
Minimum Qualifications
Strong interpersonal skills; ability to use tact and diplomacy in working with students, parents, and other visitors in a friendly, courteous manner both in person and on the telephone. The person in this position must have excellent communication skills. Basic computer and word processing skills a must. Knowledgeable in the use of Outlook, the World Wide Web and web based applications. Proficiency in Adobe InDesign and Photoshop; ability to edit, create and duplicate various publication materi
Educational Benefits

Exposure to an office environment process. Development of strong organizational and communication skills involving a high degree of responsibility and judgment. Exposure to event planning. Opportunities to network with high officials and professionals who have an extensive relationship with the university. Development of a strong portfolio, featuring various publication projects.
How to Apply
Please send a resume and cover letter to Amy Kim, Manager and Administrator.

Job Number: DSTL01 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Open