

Work Study Job Description

Job Title	Student Office Assistant (Work Study Only)
Department Name	UW Tacoma Education
Job Location	WCG 324
Pay Rate	\$10.98 - \$10.98
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Donna Plummer
Phone Number	
Email Address	donna@uw.edu
Website	http://www.tacoma.uw.edu/education-program
Box Number	358435

Nature of Organization

UW Tacoma Education Program exists to enhance your career and enrich your life through challenging, rewarding educational and working experiences.

Duties and Responsibilities

Front desk position that includes assisting Education Program staff with clerical duties and special projects. Duties and responsibilities will include providing program information to potential and current students and visitors, answering multi-line telephone calls, filing, data entry and other duties as assigned.

Minimum Qualifications

Professional and positive manner, strong customer service skills with ability to provide services and accurate program information to students and visitors.
Knowledge of multi-function phones, attention to detail and strong computer skills using Microsoft Word and Excel experience required.

Educational Benefits

This position is an excellent opportunity for a student to gain working experience learning about university department policies and procedures as well as gaining experience working in an academic setting.

How to Apply

Email cover letter and resume to Donna Plummer @ donnap@uw.edu

Job Number: TACO29 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal