

## Work Study Job Description

<b>Job Title</b>	Student Assistant
<b>Department Name</b>	School of Nursing, Academic Services
<b>Job Location</b>	T301
<b>Pay Rate</b>	\$10.00 - \$10.00
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Margaret Baker
<b>Phone Number</b>	206-616-8407
<b>Email Address</b>	ljmason@uw.edu
<b>Website</b>	<a href="http://www.nursing.uw.edu/">http://www.nursing.uw.edu/</a>
<b>Box Number</b>	357260

### Nature of Organization

The School of Nursing became an independent school within the UW health sciences department in 1945. Academic Services unit provides academic advising and connection to educational opportunities for both current and prospective nursing students.

### Duties and Responsibilities

Duties and Responsibilities:  
Assist with tasks related to filing, data entry, scanning; library material retrieval; other tasks as assigned.

### Minimum Qualifications

Minimum Qualifications:

- Proofreading, editing, scanning, filing, and organizational skills
- Prior office work experience preferred but not required

Please note: Due to the nature of the work, this position is NOT appropriate for nursing students or a prospective nursing applicant.

### Educational Benefits

Educational Benefits:

- Opportunity to work in an academic advising office
- Develop new skills working within the University atmosphere

**How to Apply**

Email resume and cover letter to Laura Mason [ljmason@uw.edu](mailto:ljmason@uw.edu)

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Job Number: NURS05 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal