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

Work Study Job Description

Job Title	Office Assistant
Department Name	Department of Urban Design and Planning
Job Location	Seattle Campus, 410 Gould Hall
Pay Rate	$11 - $11
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Jan Brooks
Phone Number	206 685-4056
Email Address	jcbrooks@uw.edu
Website	http://urbdp.be.washington.edu/
Box Number	355740

Nature of Organization
The Department of Urban Design and Planning is the academic department supporting staff, faculty and students in its BA, Masters, and Doctoral programs. Located within the College of Built Environments.
Duties and Responsibilities
Update Department website Gather, edit & post news from faculty Telephones, scanning, photocopying, shredding, mail distribution, filing, key distribution and check in, data entry, supply maintenance, student photo board updates, bulletin boards maintenance Support graduate program manager and department administrator, including tasks related to academic program support, admissions Assist with events Other duties as assigned
Minimum Qualifications

Due to confidential nature of the work, this position is not appropriate for prospective or current students in our urban planning programs.
Experience with office procedures
High degree of accuracy and attention to detail
Good proofreading, writing & editing skills
Ability to answer and direct telephone calls, lift boxes of supplies, run errands across campus
Good attendance and punctuality
Enjoy working with and assisting others
Experience using Word, Excel, & Dreamweaver. CSS and Photoshop helpful.

Educational Benefits

Opportunity to work in an academic setting and support an academic mission.
Build confidence working with faculty, students, staff and the general public.
Strengthen writing, web management and software skills.

How to Apply

Please email cover letter and resume to Jan Brooks, jcbrooks@uw.edu.

Job Number: UDPL14 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y | Program: Federal