

Work Study Job Description

Job Title	Office Assistant
Department Name	School of Medicine
Job Location	South Lake Union
Pay Rate	\$10.00 - \$13.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Maria Ponz
Phone Number	206-616-6462
Email Address	mkirk@uw.edu
Website	
Box Number	358047

Nature of Organization
School of Medicine Dean's Office Graduate Medical Education Finance Department
Duties and Responsibilities
Will require: Filing Data Entry Scanning E-Mail
Minimum Qualifications
Good organization skills, data entry and excel knowledge
Educational Benefits
Learning office skills
How to Apply
Please send resume to Maria Ponz to mkirk@uw.edu