

Work Study Job Description

Job Title	Student Assistant - Fiscal
Department Name	Radiology
Job Location	University District Building
Pay Rate	\$10.10 - \$15.00
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Amy Byun
Phone Number	
Email Address	abyun@uw.edu
Website	
Box Number	354807

Nature of Organization

The UW Department of Radiology is internationally recognized as dynamic, progressive, with high impact on the present and future of the field of Diagnostic Imaging.

Duties and Responsibilities

Under general direction, student assistants will:
 Maintain electronic and paper filing systems.
 Process reimbursements following UW policy and procedures using the Ariba system.
 Procure goods and services through purchase orders, stores orders (eProcurement), procard orders.
 May require travel by walking or bus on occasion.
 Be able to provide administrative support to the Fiscal team, Knowledge of computers and basic software is helpful, Hard work and diligence are required and the student must balance work and studies. Must be comfortable working with team of diverse members and willing to learn.

Minimum Qualifications

Be able to provide administrative support to the Fiscal team, knowledge of computers and basic software is helpful, Hard work and diligence are required and the student must balance his work and studies, Must be comfortable working with team of diverse members and willing to learn.

Educational Benefits

Gaining valuable exposure and experience of fiscal department.

How to Apply

Send resume with cover letter to abyun@uw.edu

Job Number: RADI05 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal