

Work Study Job Description

Job Title	Student Assistant
Department Name	Environmental Health & Safety
Job Location	201 Hall Health Center
Pay Rate	\$11.00 - \$11.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Becky McGee
Phone Number	206-543-0464
Email Address	domi@u.washington.edu
Website	www.ehs.washington.edu
Box Number	354400

Nature of Organization
Duties and Responsibilities
Filing, answering phones, word processing, data entry and retrieval. Investigation of incomplete and inaccurate data. Distribution and processing of dosimeters and reports. Requesting exposure and bioassay history. Extensive training provided.
Minimum Qualifications
Able to answer phones, take messages and direct calls. Proofreading, editing, filing skills. Familiarity with PC compatible hardware and Microsoft Office software. Previous office experience would be plus.
Educational Benefits
learn functions and operation of specialized safety program. Develop computer skills.
How to Apply