

## Work Study Job Description

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

<b>Nature of Organization</b>
<b>Duties and Responsibilities</b>
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.
<b>Minimum Qualifications</b>
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.
<b>Educational Benefits</b>
learn functions and operation of specialized safety program. Develop computer skills.
<b>How to Apply</b>