

Work Study Job Description

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| Job Title | Office Assistant |
| Department Name | Geography |
| Job Location | 408 Smith Hall |
| Pay Rate | \$11.00 - \$13.00 |
| Employment Period | Summer, Academic Year |
| Hours Per Week | 19 hrs/wk |
| Contact Supervisor | Sharon Frucci |
| Phone Number | 206-543-6014 |
| Email Address | sfrucci@uw.edu |
| Website | http://depts.washington.edu/geog/ |
| Box Number | 353550 |

Nature of Organization

The UW Department of Geography

Duties and Responsibilities

- *Reception (telephone and in-person)
- *Receive and refer visitors to the appropriate office/personnel
- *Sort and distribute mail, packages and messages
- *Photocopy and scan documents
- *Operate office equipment (PC, scanner, copy machine)
- *Assist Administrator and Fiscal Specialist
- *Perform additional projects as assigned

Minimum Qualifications

- *Working knowledge of Microsoft Office. Specifically Word, Excel, Outlook and Power Point
- *A positive, professional attitude and willingness to help others
- *A self-starter and desire to be a part of a team

Educational Benefits

The Office Assistant position provides student employees with knowledge of the inter-workings of an academic department, as well as exposure to faculty, staff and graduate students on a daily basis. In addition, the student/s in in this position will learn basic reception and office skills.

How to Apply

Please send and resume and email summarizing interest in position to sfrucci@uw.edu

Job Number: GEOG01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal