

## Work Study Job Description

<b>Job Title</b>	Office Assistant
<b>Department Name</b>	Global Health
<b>Job Location</b>	Harborview Medical Center
<b>Pay Rate</b>	\$14.00 - \$14.00
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	40 hrs/wk, 19 hrs/wk
<b>Contact Supervisor</b>	Lindsay Mumm
<b>Phone Number</b>	206-543-4278
<b>Email Address</b>	lmumm@uw.edu
<b>Website</b>	
<b>Box Number</b>	359909

### Nature of Organization

This position will be hired to work primarily on projects for the Afya Bora Consortium Fellowship. More information about this program can be found at <http://afyaboraconsortium.org/>.

### Duties and Responsibilities

Under general supervision, perform a variety of clerical duties including answering phones, picking up and delivering mail, word processing, copying and collating, publication searches online, simple data entry, faxing, proofreading, ordering, receiving and maintaining office supplies, checking field advance accounting reports against receipts and compiling final reports using Excel, reviewing human subjects applications, filing, depositing bank checks, updating website, and other duties as assigned.

### Minimum Qualifications

High school diploma. Basic computer skills, such as Word. Ability to answer the phone and walk to the mail room to pick up mail. A pleasant and professional manner is important. Only candidates who will work study funding will be considered for this position.

### Educational Benefits

Learn about international research and training, including HIV/AIDS research, some interaction with international students, learn basics of office work, organization, how to prioritize, etc.

### How to Apply

Please email a resume and cover letter to Lindsay Mumm, lmumm@uw.edu.

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Job Number: GHEA04 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal