OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

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

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