

## Work Study Job Description

<b>Job Title</b>	Student Office Assistant
<b>Department Name</b>	Environmental Health and Safety
<b>Job Location</b>	Hall Health Center
<b>Pay Rate</b>	\$12 - \$12
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	John Eriksen
<b>Phone Number</b>	206-685-9342
<b>Email Address</b>	ehsadmin@uw.edu
<b>Website</b>	<a href="http://www.ehs.washington.edu/psa/index.shtm">http://www.ehs.washington.edu/psa/index.shtm</a>
<b>Box Number</b>	354400

### Nature of Organization

EH&S is responsible for addressing environmental issues in order to provide a safe educational and work place on the UW campus. Please see our website at [www.ehs.washington.edu](http://www.ehs.washington.edu) for further details about the diverse services we provide this community.

### Duties and Responsibilities

Duties will include answering phones, sorting mail, filing documents, making copies, sending faxes, running errands, and assisting with special projects as assigned.

### Minimum Qualifications

- excellent customer service skills
- excellent organizational skills
- mature, reliable, responsible, professional individual
- accuracy and attention to detail
- experience working in an office a plus
- proficient with MS Office suite (Word, Outlook, PowerPoint, Visio, Excel)

### Educational Benefits

Educational benefits include the opportunity to work with and assist professionals in the department's five sections:  
Building & Fire Safety, Campus Health Services, Environmental Programs, Radiation Safety, and Research & Occupational Safety.

**How to Apply**

To apply please provide your resume and a copy of your Job Referral form from the UW Work Study Office. Alternatively you may email your resume to [ehsadmin@uw.edu](mailto:ehsadmin@uw.edu).

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Job Number: ENHS03 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal