

Work Study Job Description

Job Title	Student Assistant
Department Name	UW Benefits
Job Location	UW Tower
Pay Rate	\$10.10 - \$10.10
Employment Period	Summer
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Tracy Knotts
Phone Number	206-685-0586
Email Address	tracyk2@uw.edu
Website	http://www.washington.edu/admin/hr/benefits/
Box Number	359556

Nature of Organization

The Benefits Office is a division of Human Resources and we manage eligible employee and grad student Benefits.

Duties and Responsibilities

Assist with clerical duties in the Benefits Office: Sorting and filing various documents, establishing and preparing new files/categories within established filing systems. Retrieve and archive files as requested. Fill in at front reception desk as needed, perform data entry tasks and operate office equipment such as computer/word processor, copy and fax machines. Other general office duties as assigned.

Minimum Qualifications

Attention to detail, accuracy, and ability to manage multiple projects.
Experience on computers in a Windows environment.
Customer service experience.
Good communication skills.
Experience in an office clerical environment.

Educational Benefits

Gain experience in a large and complex business office, with high volume operations. Exposure to Human Resources, and an ability to gain practical work experience in customer service and office administration.

How to Apply

Submit resume to: Tracy Knotts at: tracyk2@uw.edu

Job Number: BENE03 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal