

Work Study Job Description

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| Job Title | Student Assistant |
| Department Name | UW Benefits |
| Job Location | UW Tower |
| Pay Rate | \$10.00 - \$10.00 |
| 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