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

Work Study Job Description

Job Title	Administrative Assistant
Department Name	Nursing - Office for Nursing Research
Job Location	Health Sciences, T643
Pay Rate	$12.50 - $13.50
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Crystal Welliver
Phone Number	
Email Address	welliver@uw.edu
Website	http://nursing.uw.edu/research/office-for-nursing-research/office-for-nursing-re
Box Number	357265

Nature of Organization

Duties and Responsibilities

Student will be providing administrative support to three full-time persons and assist with maintaining and organizing the office environment. The primary responsibilities for the student are: 1) Maintaining a digital document archive, 2) Proofreading online materials and handouts, 3) Formatting and collecting documents for grant applications and 4) Formatting content on online websites. The student will also be expected to assist with organizational projects to keep the office running smoothly, searching for online information, and other secretarial duties as assigned.

Minimum Qualifications

Familiarity with MS Office, Microsoft Sharepoint, Dreamweaver, Adobe Acrobat, and Adobe Photoshop preferred. Specific knowledge is not required for an individual who is comfortable with computers, savvy about finding information online, and who can figure out software as they go. Student will need to be self-directed and a motivated worker.

Educational Benefits

Student will have an opportunity to develop software fluency and proofreading/editing skills. Students will be working towards deadlines and will have practice multi-tasking and working under pressure. Students who are interested in working in a nursing or medical research field long-term may have the option of meeting researchers and professors who can provide them with additional work study hours beyond those provided by the Office for Nursing Research.
How to Apply
Send resume to Crystal Welliver (welliver@uw.edu)

Job Number: NURS10 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Closed