

Work Study Job Description

| | |
|---------------------------|---|
| Job Title | Residency Work Study |
| Department Name | Registrar |
| Job Location | Schmitz 264 |
| Pay Rate | \$12 - \$12 |
| Employment Period | Summer, Academic Year |
| Hours Per Week | 40 hrs/wk, 19 hrs/wk |
| Contact Supervisor | Robert Rhodes |
| Phone Number | 206-543-3290 |
| Email Address | rhoderj@uw.edu |
| Website | http://depts.washington.edu/registra/ |
| Box Number | 355850 |

| |
|--|
| Nature of Organization |
| |
| Duties and Responsibilities |
| Provide office assistance for Residency Office of University Registrar. General office duties including filing, emailing students, tracking in-state residency applications. Other duties as assigned. |
| Minimum Qualifications |
| Prior office work preferred. Typing skills essential. Familiarity with Word and other general PC applications. Filing-alphabetical and numeric. Need to be team member. |
| Educational Benefits |
| Improve computer skills. Learn more about University systems involving registration and admissions. Opportunity to work in high production academic environment. |
| How to Apply |
| Send email and resume to Robert Rhodes at rhoderj@uw.edu |