

Work Study Job Description

Job Title	Student Assistant
Department Name	Psychosocial & Comm Health Nursing
Job Location	HST T517
Pay Rate	\$10.00 - \$12.50
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Lawrence Wilson
Phone Number	206-543-8550
Email Address	lcwilson@uw.edu
Website	http://nursing.uw.edu/departments/pch/psychosocial-community-health.html
Box Number	357263

Nature of Organization

Academic department in School of Nursing comprised of faculty and staff.

Duties and Responsibilities

- * Serve as receptionist as needed.
- * Clerical tasks like printing, copying, scanning, faxing, filing, and sorting mail.
- * Other duties as assigned.

Minimum Qualifications

* Organization skills, highly detailed oriented, motivated to learn new processes, flexible, ability to work with people.

Desired: experience working with financial records (e.g., accounting skills).

Educational Benefits

- * Contribute to planning and organization skills, both necessary components for student success.
- * Gain knowledge and experience in financial process of research and state grants, accounting, travel, purchasing, audits and UW process compliance.

How to Apply

Attach a resume formatted in Microsoft Word and send to Lawrence Wilson by email:
lcwilson@uw.edu

Job Number: PSCH05 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal