

## Work Study Job Description

<b>Job Title</b>	Student Assistant (Office Reception)
<b>Department Name</b>	Experimental Education Unit (EEU)
<b>Job Location</b>	Experimental Education Unit (EEU)
<b>Pay Rate</b>	\$12 - \$12
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Chris Matsumoto
<b>Phone Number</b>	206-543-4011
<b>Email Address</b>	eeuweb@uw.edu
<b>Website</b>	<a href="http://www.haringcenter.washington.edu/">http://www.haringcenter.washington.edu/</a>
<b>Box Number</b>	357925

### Nature of Organization

### Duties and Responsibilities

Reporting to the school principal this position provides receptionist and clerical support to the Experimental Education Unit when the school secretary is unavailable.

#### Reception

- Serve as primary telephone contact for the school. Respond to and refer inquiries from parents, staff, and the public.

#### Support to front office staff

- Provide support to the front office team such as assisting with the preparation of documents, forms, and records.

- Take down information necessary to schedule tours of the school.

- Perform all other duties as assigned.

#### School support

- Perform maintenance of the front desk photocopier and fax machine.

- Provide clerical support to the admissions office; i.e. preparing mailings and documents.

#### Administrative support

- Sort and distribute mail as necessary.

### Minimum Qualifications

- High school graduation or equivalent and one year of applicable clerical experience or equivalent education/experience.
- Familiarity with basic computer software applications such as word processing and spreadsheets.

### **Educational Benefits**

- Experience and training in office management and school procedures

### **How to Apply**

Submit a resume and availability to [eeuweb@uw.edu](mailto:eeuweb@uw.edu).

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Job Number: EXEU01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal