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

Work Study Job Description

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

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