

## Work Study Job Description

<b>Job Title</b>	Student Assistant
<b>Department Name</b>	Div - Allergy and Infectious Diseases
<b>Job Location</b>	UW Medicine at South Lake Union
<b>Pay Rate</b>	\$9.50 - \$10.50
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Janice Yu
<b>Phone Number</b>	206-616-4123
<b>Email Address</b>	jyu@medicine.washington.edu
<b>Website</b>	<a href="http://depts.washington.edu/daid">http://depts.washington.edu/daid</a>
<b>Box Number</b>	358061

### Nature of Organization

The University of Washington Division of Allergy and Infectious Diseases, within the Department of Medicine, is a well-established division with 72 full-time faculty members, 18 adjunct or affiliate faculty members, and 55 clinical faculty.

### Duties and Responsibilities

The Department of Allergy and Infectious Diseases has a wonderful opportunity for a student assistant to provide general administrative support to both our administrative and fiscal team.

Tasks include: Filing, copying, faxing, general office clean up, maintaining data & spreadsheets, and other tasks as assigned. This position has some room for growth and greater responsibility.

Hours of work are flexible with school schedules.

### Minimum Qualifications

Microsoft Office Software (Word, Access, Excel, Outlook, PowerPoint, Publisher). Know how to alphabetize, edit documents, and file. Prefer prior office experience.

### Educational Benefits

Gain knowledge about research administration, fiscal administration, grants, and project management. Experience working with a great team, and multitasking in a professional office environment.

## How to Apply

Please send your resume and cover letter to Janice Yu at [jyu@medicine.washington.edu](mailto:jyu@medicine.washington.edu)

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Job Number: AIND03 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal