

Work Study Job Description

Job Title	Office Assistant
Department Name	Chemical Engineering
Job Location	105 Benson Hall
Pay Rate	\$10 - \$12
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Kate Flynn
Phone Number	206-616-0612
Email Address	flynnkat@uw.edu
Website	http://www.cheme.washington.edu/
Box Number	351750

Nature of Organization

The Chemical Engineering Department office is a small, friendly workplace located in central campus.

Duties and Responsibilities

We would like to hire a student to support the work of the Assistant to the Chair. Responsibilities are highly varied and require independent judgement. Typical duties are as follows:

Website support: assist with weekly update of department website content; update factsheets, etc.

Clerical support: assist with generation of mass mailings in Word, conduct internet searches and organize findings, assemble documents using Word and Adobe.

Event support: assist with arrangements for meetings and events, including plans for rental space, catering, and day-of-event coordination.

Minimum Qualifications

Mac proficient
Familiarity with Drupal CMF
Proficiency in Word, Adobe, Excel

Punctuality and reliability

A plus: familiarity with InDesign

Educational Benefits

This position provides first-hand experience working in a fast-paced, professional environment on web, communications, and clerical projects.

How to Apply

Send your CV and contact info for a professional reference to Kate Flynn at flynnkat@uw.edu.

Job Number: CENG01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal