

Work Study Job Description

Job Title	Student Helper
Department Name	UW School of Pharmacy
Job Location	H362 Health Sciences Building
Pay Rate	\$10 - \$
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Cher Espina
Phone Number	206-616-2916
Email Address	cherelyn@uw.edu
Website	
Box Number	357631

Nature of Organization

The Office of Academic & Student Programs Office is in the Health Sciences Building. We are an academic office with an open door policy. We see prospective students who have interest in the PharmD Program and current PharmD Students.

Duties and Responsibilities

Stapling grade reports in files, Filing transcripts into admissions files, Processing admissions applications, Making folders for admissions, Scanning and uploading supplemental applications, Stamping supplemental applications, Assembling folders for interviewees, Deposit Checks for admissions application fees, Taking checks to Schmitz Hall for processing, Shredding, Filing, Occasionally answering phone or sitting at front desk for coverage, Search college websites for course descriptions or syllabi for courses, File Class Reports into binders, Maintain dean's work room, Send out mailings for Dean's List Letters, Duties as needed to assist our office.

Minimum Qualifications

We require someone with good organizational skills who is familiar with Word, Excel and adobe acrobat. This student must be efficient and accurate in their work who can be flexible to work with many people in our office. Previous office experience would be beneficial and use of Microsoft Office. We have a busy office with a lot of work to do especially during our admissions period.

Educational Benefits

Learn to work in a busy office and gain experience working with students and faculty. We also teach good organizational skills and being detail oriented.

How to Apply

Please send one page resume to cherelyn@uw.edu if you are interested in this position.

Job Number: PHAR01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal