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

Work Study Job Description

Job Title	Student Assistant
Department Name	UW Tacoma Office of the Registrar
Job Location	Tacoma
Pay Rate	$11.00 - $12.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Tony Myers
Phone Number	2536924408
Email Address	tmyers@uw.edu
Website	http://www.tacoma.uw.edu/enrollment-services/office-registrar
Box Number	358400

Nature of Organization

The University of Washington Tacoma is a growing metropolitan university that is deeply invested in its local communities. As one of three campuses of a world-class university, UW Tacoma is dedicated to interdisciplinary and innovative teaching and scholarship and to engaging the community in mutually beneficial partnerships. UW Tacoma's commitment to diversity is central to an environment where students, staff, faculty and South Sound residents find abundant opportunities for intellectual, personal and professional growth.
The Office of Enrollment Services has an outstanding opportunity for a Office Assistant. This individual will be part of the Registration staff, performing a variety of complex clerical assignments including preparing reports, coordinating accurate completion of registration-related processes and responding to inquiries regarding admissions, registration, financial aid and University policies and procedures.

Duties and Responsibilities

The person in this role will:

Act as front counter receptionist and telephone operator for the campus in general and the Office of Enrollment Services in particular;
Assist and provide timely and accurate information about UWT programs and processes to undergraduate and graduate students and other callers and visitors in resolving problems, making appropriate referrals to other departments or programs as appropriate;
Resolve problems related to registration requiring in-depth knowledge of MyUW &Web registration;
Verify and accept immunization paperwork process for new students and other forms and paperwork from students;
Update student records in the Student Database and assist in maintaining complete filing systems that includT

Minimum Qualifications

Competitive candidates will be customer service oriented with excellent computer skills, have the ability to manage multiple tasks and be part of a team.

Requirements:

• Candidate must be currently enrolled at UW Tacoma and maintain enrollment for duration of appointment;
• Two years of customer service experience;
• Demonstrated computer skills utilizing Windows: Word, and Excel;
• Ability to manage multiple tasks;
• Availability during high volume periods of the typical workday, Monday-Friday, 8am-5pm

Educational Benefits

The student staff member will be working with UW Registration professionals and will be given the opportunity to enhance their professional skills working in a diverse and fast paced environment. They will also build proficiencies in customer service and advance their computer and database abilities.

How to Apply

Job Number: TACO06 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y | Program: Federal