

Work Study Job Description

Job Title	Assistant
Department Name	Dentistry Office of Educational Partnerships and Diversity
Job Location	Health Sciences Bldg D323
Pay Rate	\$10.10 - \$13.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Memory Brock
Phone Number	206-685-7309
Email Address	memoryb@uw.edu
Website	
Box Number	356365

Nature of Organization

The Office of Educational Partnerships & Diversity, supports recruitment and retention of students from Underrepresented communities. Supports dental student organizations efforts to plan implement and maintain community service activities

Duties and Responsibilities

Assistant will perform filing, answering phones, directing interested students, manage inventory and set up for student outreach events as needed. Assist with special event planning and implementation, marketing, graphics, website updating. Assist with programmatic activities; preparation of report documents.
Position required lifting up to 50 lbs.

Minimum Qualifications

High degree of accuracy and ability to work with student documents, good organizational, and oral communication skills. Demonstrated initiative in anticipating and resolving problems. Ability to learn quickly and to apply learnings from one situation to similar situations, experience with Microsoft Office suite, and calendars.

Educational Benefits

Exposure and experience in a higher education, and professional work environment. Exposure to a variety of health related learning opportunities. Specialized training as indicated.

How to Apply

Contact Memory Brock @ memoryb@uw.edu or 206-685-7309

Job Number: DENT03 | Job Class: 0875 | Category: Science & Health | 51% Comp. To Classified: y | Program:
Federal