

## Work Study Job Description

<b>Job Title</b>	Student Assistant
<b>Department Name</b>	EH&S/Research & Occupational Safety
<b>Job Location</b>	Health Sciences Building, Room T287
<b>Pay Rate</b>	\$11.00 - \$11.00
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Andrea Badger
<b>Phone Number</b>	
<b>Email Address</b>	abadger@uw.edu
<b>Website</b>	<a href="http://www.ehs.washington.edu">http://www.ehs.washington.edu</a>
<b>Box Number</b>	357165

<b>Nature of Organization</b>
Environmental Health & Safety is a UW department that is responsible for addressing environmental issues in order to provide a safe educational and work place on campus.
<b>Duties and Responsibilities</b>
Word processing, data entry, data retrieval, gathering statistics. Investigation of incomplete and inaccurate data. Detail oriented and dependable.
<b>Minimum Qualifications</b>
Proofreading, editing, filing skills. Familiarity with PC and Microsoft Work, Excel and Access. Previous office experience desirable but not necessary.
<b>Educational Benefits</b>
Become familiar with the Environmental Health & Safety programs at the University, primarily the research and occupational safety program. Become familiar with the research that goes on at the University. Develop computer skills.
<b>How to Apply</b>
Please submit your resume to Andrea Badger, abadger@uw.edu.