

Work Study Job Description

Job Title	Office and Facilities Assistant
Department Name	Computer Science & Engineering
Job Location	Paul G Allen Center
Pay Rate	\$12 - \$12
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Tina Donahue
Phone Number	2065431495
Email Address	tinad@cs.washington.edu
Website	http://www.cs.washington.edu/
Box Number	352350

Nature of Organization

Duties and Responsibilities

Assist in setting up and breaking down for special events- this may include setting up tables, moving furniture, setting up refreshments, cleaning after event.

Assist with building maintenance issues: organizing/restocking first aid kit checks, light bulb and carpet stain check, review maintenance request tickets, conference room checks, light furniture moving, lounge/kitchen cleaning, restock coffee/tea/soda supplies

Assist in general office/facilities functions- making copies, filing, errands, occasionally serve as receptionist, sorting mail, other duties as assigned.

Requires lifting and moving 40 lbs.

Minimum Qualifications

Prior office experience preferred, experience with email, Windows, Excel, Word.

Educational Benefits

Experience in a high volume professional environment, experience in an educational setting.

How to Apply

Send resume to Tina Donahue at tinad@cs.washington.edu

Job Number: CSCE01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal