

## Work Study Job Description

<b>Job Title</b>	Student Assistant for University Advance
<b>Department Name</b>	Univ Advancement, Finance & Admin
<b>Job Location</b>	UW Tower Complex, S-Building (1st Floor)
<b>Pay Rate</b>	\$10.10 - \$10.00
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Aimee Higbee
<b>Phone Number</b>	206-543-5475
<b>Email Address</b>	amanio@uw.edu
<b>Website</b>	
<b>Box Number</b>	359504

### Nature of Organization

University Advancement builds relationships to engage stakeholders of the UW to create futures for our students. Finance and Administration serves the fiscal, administrative, and human resources needs of University Advancement.

### Duties and Responsibilities

Provide student office assistant duties which includes answering phones, and mail distribution. Assist with office work including copying, filing, bulk mailings, scheduling, office supply ordering and various special projects.  
Assist Advancement Finance Team with various accounting tasks and data entry.  
Other duties as assigned.

### Minimum Qualifications

Must be awarded work study eligibility through college/institutions Financial Aid Office.  
Ability to communicate effectively both written and verbally.  
Skilled in providing exceptional customer service.  
Must be skilled in attention to details and be reliable with work schedule.  
Experience/familiarity with Microsoft Word, Excel and Outlook.  
Some accounting/business background preferred.

### Educational Benefits

Ability to gain real world experience in a office setting partnering with professionals in Fundraising, Facilities & Administration, Finance, and Human Resources.

**How to Apply**

Please send inquiries and resumes to Aimee Higbee at [amanio@uw.edu](mailto:amanio@uw.edu)

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Job Number: UAFA01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal