

## Work Study Job Description

<b>Job Title</b>	Office Assistant
<b>Department Name</b>	Pediatrics
<b>Job Location</b>	RR314 HSB
<b>Pay Rate</b>	\$9.32 - \$18.29
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Rose Rulloda
<b>Phone Number</b>	206-616-4670
<b>Email Address</b>	rulloda@uw.edu
<b>Website</b>	<a href="http://www.washington.edu/medicine/pediatrics/home/">http://www.washington.edu/medicine/pediatrics/home/</a>
<b>Box Number</b>	356320

### Nature of Organization

Mission of the Department of Pediatrics:  
Through excellence, innovation and collaboration, we will improve the health of all children and adolescents and reduce inequities by educating the pediatric and physician leaders of the future, advancing research, advocating for children and providing the nation's best primary and specialty pediatric clinical care. In partnership with our health care and academic institutions, we are committed to a diverse and inclusive faculty who can reach their personal and professional goals in a collegial environment.

### Duties and Responsibilities

Student position will be a general assistant to the Department of Pediatrics.  
General office duties such as filing, prepping paperwork, mailing, sorting, faxing, etc.  
Work directly with Budget Fiscal Operations Supervisor.  
Perform other duties assigned.

### Minimum Qualifications

Experience working in a team environment.  
Excellent customer service skills.  
Possess precise execution of their duties: Basic Microsoft Office skills, strong communication and interpersonal skills, organizational, time management, and multitasking skills.  
Requires completion of Human Subjects research training and HIPAA course upon hire.  
Ability to maintain strict confidentiality of project information.  
Strong attention to detail and reliability is highly desired.  
Must have previous office experience.

**Educational Benefits**

Opportunity to experience working in a professional office and research setting at the Department of Pediatrics.

**How to Apply**

Send email with resume and two references to Rose Rulloda at [rulloda@uw.edu](mailto:rulloda@uw.edu).

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Job Number: PEDI02 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal