

## Work Study Job Description

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| <b>Job Title</b>          | Office Assistant   |
| <b>Department Name</b>    | Architecture, IDL  |
| <b>Job Location</b>       | 1501 East Madison (Center for Integrated Design at the Bullitt Center) |
| <b>Pay Rate</b>           | \$12.00 - \$12.00  |
| <b>Employment Period</b>  | Summer, Academic Year  |
| <b>Hours Per Week</b>     | 40 hrs/wk, 19 hrs/wk   |
| <b>Contact Supervisor</b> | Linnea Kretz   |
| <b>Phone Number</b>       | 206-616-7966   |
| <b>Email Address</b>      | linneak@uw.edu   |
| <b>Website</b>            | <a href="http://idlseattle.com/">http://idlseattle.com/</a>            |
| <b>Box Number</b>         | 355720   |

### Nature of Organization

The Integrated Design lab (IDL) is a self-supporting University of Washington service to the building industry.

### Duties and Responsibilities

Center for Integrated Design reception:

- Greet visitors to the Center for Integrated Design and direct them to public spaces in the building and/or to other locations within the Bullitt Center appropriate to their destination.
- Manage guest sign in registry and track who's visiting the building.
- Be prepared to answer basic questions about the Center for Integrated Design, the Discovery Commons and the Integrated Design Lab.
- Keep a log of questions asked.
- Professional attire required.
- Must be able to work a minimum of 4 continuous hours for all hours worked.

Office duties as assigned by Program Coordinator: i.e. answer phones, photocopy, data entry, post flyers

### Minimum Qualifications

Must be proficient in MS Office and be willing to learn new computer skills as needed. Flexibility and a sense of humor are appreciated.

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| <b>Educational Benefits</b>   |
| Will gain organizational and interpersonal skills, office experience, and will become familiar with UW operations. Will learn about the basics of integrated design in the field of architecture. |
| <b>How to Apply</b>   |
| Email a resume and cover letter to Linnea Kretz at linneak@uw.edu   |

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Job Number: ARCH09 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal