OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Student Assistant
Department Name	Molecular & Cellular Biology Program
Job Location	HSC T-466
Pay Rate	$10.00 - $12.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Nomi Odano
Phone Number	(206) 685-31
Email Address	odano@uw.edu
Website	http://depts.washington.edu/mcb/
Box Number	357275

Nature of Organization

Molecular & Cellular Biology (MCB) Program is a PhD degree granting unit under the umbrella of The Graduate School. MCB, an interdisciplinary program, offers a broad range of opportunities for graduate studies in all areas of biomedical science.

Duties and Responsibilities

We would like to hire an energetic student to support the functions of the MCB office. 15-19 hours per week. Work study a plus, but not required for the 15 hours/week. Responsibilities are highly varied. Typical duties are as follows:

Clerical support: conduct internet searches, organize findings, assemble documents, update factsheets, database maintenance, etc.

Event support: assist with the arrangements for meetings and events, day-of-event coordination, etc.

Fiscal support: assist with budget reconciliation, data entry, filing, copying, etc.

Other duties as assigned.

Minimum Qualifications

Familiarity with the Microsoft Office Suite (Word, Excel, Access). Individual must thrive in a fast-paced, detail-oriented environment where strong organizational skills and thoughtful problem-solving skills are highly valued. Punctual, reliable, consistent, responsible, and workds well with others. Business major a plus.
Educational Benefits
This position provides first-hand experience working in a fast-paced professional environment. It offers an opportunity to contribute to planning, as well as opportunity for the student to develop organizational skills.
How to Apply
Send resume as an e-mail attachment to Nomi Odano at odano@uw.edu

Job Number: MCBP01 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Closed