

Work Study Job Description

Job Title	Procurement Services Student Assistant
Department Name	Procurement Services
Job Location	Purchasing and Accounting Bldg
Pay Rate	\$12.00 - \$12.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Donna Ickman
Phone Number	206-685-0448
Email Address	donnaand@uw.edu
Website	
Box Number	351130

Nature of Organization

Central office for UW procurement.

Duties and Responsibilities

- Enter data in procurement systems
- Assist Accounts Payable department with assigned tasks
- Utilize Microsoft Office to create and maintain reports
- Assist with basic office activities.
- Assist staff with organizational and filing projects
- Special projects and other duties as assigned

Minimum Qualifications

- Keyboarding accuracy
- Attention to detail.
- Excellent written and oral communications skills
- Basic Microsoft Office Skills

Educational Benefits

Hands on experience in large procurement operation as we transition from our legacy Purchasing & Accounting system to an online eProcurement system. Learn about Lean project management, strategic organizational framework alignment, Accounts Payable processes, Customer Service and working in a team environment.

How to Apply

Please submit a resume to Donna Ickman at donnaand@uw.edu. You may contact Donna at 206-543-0448.

Job Number: PRCS05 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal