

Work Study Job Description

Job Title	Student Helper
Department Name	Mechanical Engineering
Job Location	MEB
Pay Rate	\$13 - \$14
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Sue Chen
Phone Number	206-543-6835
Email Address	suechen@uw.edu
Website	http://www.me.washington.edu
Box Number	352600

Nature of Organization

Department of Mechanical Engineering is located on the UW main campus with 450 students, 35 faculty, and 15 staff. Our staff is friendly to work with.

Duties and Responsibilities

Under general supervision, perform a variety of clerical duties including answering phones, picking up and delivering mail, word processing, copying and collating. Filing financial papers, taking equipment inventory, front desk operation assistant, assist expenditure reimbursement, copying, package receiving/distribution, updating key database, help with departmental events, depositing bank checks, and other duties as assigned.

Minimum Qualifications

A pleasant and professional manner is important. The individual must thrive in a fast-paced, detail-oriented environment where strong organization skills, clear communication, and thoughtful problem-solving capabilities are highly valued.

Educational Benefits

This is an excellent opportunity for hands-on office work, and team work experience.

How to Apply

Please call or send resume or inquiries to Sue Chen: 206 543-6835, suechen@uw.edu.

Job Number: MENG01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: State