OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

# Work Study Job Description

| | |
|---|---|
| **Job Title** | Student Office Assistant |
| **Department Name** | Division of Student Life |
| **Job Location** | 101 Gerberding Hall |
| **Pay Rate** | $11.00 - $11.00 |
| **Employment Period** | Summer, Academic Year |
| **Hours Per Week** | 40 hrs/wk, 19 hrs/wk |
| **Contact Supervisor** | Amy Kim |
| **Phone Number** | 206-543-4972 |
| **Email Address** | mk34@uw.edu |
| **Website** | http://www.washington.edu/studentlife/ |
| **Box Number** | 351266 |

| **Nature of Organization** |
|---|
| There are 14 units and offices that comprise Student Life. They all share a common goal: supporting the success of our students, both here at the UW and beyond. You will find information about services and programs that will help students navigate the University, stay physically and mentally healthy, meet new friends and network, develop a career path, explore housing options, register for classes, manage finances, learn about scholarships, and much more. |
| **Duties and Responsibilities** |

Assist the team in the Office of Student Life. Greet guests in person, answer and direct incoming telephone calls using a multi-line phone system. Respond to questions and inquires about Student Life policies and procedures, interact with students, parents and other visitors concerning services and give out appropriate materials. Schedule appointments and meetings for professional staff. Check in guests as they arrive for meetings. Notify staff of meeting cancellations and take messages as necessary. Take meeting minutes as needed. Execute various individual projects for the Directors in Student Life; both small and large scale tasks which may include assisting in scholarship events, creating print publications for various units, organizing meetings, etc. Must be available to assist the Directors in Student Life during school breaks (summer, winter, spring) and communicate planned vacations two weeks in advance. A significant amount of time will be spent on creating publications which include posters, flyers, brochures, meeting agendas, certificates, document forms, event invitations, and more for units under Student Life. Must be able to understand and follow University brand guidelines, as outlined by UW Marketing. Organize and manage confidential files with attention to detail and sensitivity of information. Manage email correspondences, appointments and phone calls on behalf of the staff and assist in other basic office duties: copying, scanning, faxing, filing, phone calls, etc. Coordinate projects between units and take the initiative to ask for clarification or further prompts on projects. Must distribute work time in an efficient manner as the office includes staff in multiple units with widely varying activities.

**Minimum Qualifications**

Minimum Qualifications: Strong interpersonal skills; ability to use tact and diplomacy in working with students, parents, and other visitors in a friendly, courteous manner both in person and on the telephone. The person in this position must have excellent communication skills. Basic computer and word processing skills a must. Knowledgeable in the use of email, the World Wide Web and web based applications. Desired Qualifications: Strong communication skills; pleasant and professional presence Experience with professional written correspondence Basic skills in Adobe Creative Suite (InDesign and Photoshop preferred) Experience with Microsoft Office Suite (Word, Excel, Outlook, etc.) Must be able to take initiative over several projects and required tasks Reliable knowledge of campus surroundings and activities Dependable individual with consistent schedule and availability Strong multitasking skills and the ability to meet multiple deadlines

**Educational Benefits**

Working at Student Life offers students knowledge of all departments at the Seattle Campus and UW Community.

**How to Apply**

Please submit resume and cover letter to Amy Kim, Manager and Administrator.

Job Number: DSTL01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y | Program: Federal