

Work Study Job Description

Job Title	Student Assistant
Department Name	EH&S /Research & Biological Safe
Job Location	Health Sciences Building, Room T287
Pay Rate	\$11.00 - \$11.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Andrea Badger
Phone Number	206-616-3771
Email Address	abadger@uw.edu
Website	www.ehs.washington.edu
Box Number	354400

Nature of Organization
Duties and Responsibilities
Filing, answering phones, word processing, data entry and retrieval. Investigation of incomplete and innacurate data. Detail oriented and dependable.
Minimum Qualifications
Able to answer phones, take messages and direct calls. Proofreading, editing, filing, skills. Familiarity with PC compatible hardware and microsoft Windows XP. Previous office experience desirable but not necessary.
Educational Benefits
Become familiar with the Environmental Health and Safety programs at the University, primarily the research and biological safety program. Develop computer skills.
How to Apply
Contact via email at abadger@uw.edu