

## Work Study Job Description

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

<b>Nature of Organization</b>
<b>Duties and Responsibilities</b>
Filing, answering phones, word processing, data entry and retrieval. Investigation of incomplete and innacurate data. Detail oriented and dependable.
<b>Minimum Qualifications</b>
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.
<b>Educational Benefits</b>
Become familiar with the Environmental Health and Safety programs at the University, primarily the research and biological safety program. Develop computer skills.
<b>How to Apply</b>
Contact via email at abadger@uw.edu