

## Work Study Job Description

<b>Job Title</b>	Student Assistant
<b>Department Name</b>	School of Dentistry
<b>Job Location</b>	Periodontics and Endodontics
<b>Pay Rate</b>	\$10.10 - \$12.00
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Margaret Collins
<b>Phone Number</b>	206-616-9412
<b>Email Address</b>	mc99@uw.edu
<b>Website</b>	<a href="http://dental.washington.edu/">http://dental.washington.edu/</a>
<b>Box Number</b>	357444

### Nature of Organization

The Department of Periodontics and Endodontics, within the School of Dentistry are in need of student assistants. These departments teach Graduate and pre-doctoral students in their specialities, in the classroom, clinical setting, and research labs.

### Duties and Responsibilities

Office duties assisting clinical & research faculty, administrator, and staff with budget reconciliation, typing, filing financial and other documents, copying, literature searches, mail, phones; may assist in updating databases; other projects as assigned, in Periodontics and/or Endodontics Departments. May have other duties in the clinical or research areas.

### Minimum Qualifications

UW Student with workstudy funding. Must have competency in Microsoft Word & Excel, email, and be able to file numerically and alphabetically. Highly desirable: the ability to be proactive in suggesting solutions and improvements.

### Educational Benefits

Learn how administrative office work supports the clinical, research, and teaching missions of the Departments of Periodontics and/or Endodontics, the Dental School, and the University. Will have exposure to dental faculty in a non-classroom setting and is a great opportunity for someone considering entering dental school.

### How to Apply

E-mail your resume to Margaret Collins at mc99@uw.edu with a brief description of your interest.

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Job Number: DENT05 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal