OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Student Assistant
Department Name	School of Dentistry
Job Location	Periodontics and Endodontics
Pay Rate	$10.00 - $12.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Margaret Collins
Phone Number	206-616-9412
Email Address	mc99@uw.edu
Website	http://dental.washington.edu/
Box Number	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 reconcilation, 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.

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