

Work Study Job Description

Job Title	Office Assistant
Department Name	Evans School of Public Affairs
Job Location	Parrington Hall
Pay Rate	\$9.32 - \$12.00
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Michelle Birdsall
Phone Number	206 221-6032
Email Address	birdsall@uw.edu
Website	http://evans.uw.edu/
Box Number	353055

Nature of Organization

Graduate School of Public Affairs, Finance and Research office.

Duties and Responsibilities

Assist with General Office Support:
 Data entry
 Investigate and correct errors in financial database
 Review financial reports for quality
 Filing, photocopying, mail sorting
 Assist staff with Special Projects
 Miscellaneous errands and organizational tasks; inventory and stocking supplies

Minimum Qualifications

Excellent computer skills e.g. Excel, Word
 Good typing and filing skills
 Organized, conscientious, willing to pitch in where needed
 Strong investigational skills and attention to detail

Educational Benefits

Opportunity to develop professional skills and work in a diverse environment.

How to Apply

Send resume and letter of interest to Michelle Birdsall at birdsall@uw.edu.

Job Number: ESPA08 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal