

Work Study Job Description

Job Title	Office Assistant
Department Name	Student-Athlete Academic Services
Job Location	Conibear Shell House
Pay Rate	\$10.25 - \$18.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Alafiani Washington
Phone Number	206 543-2427
Email Address	icatutor@uw.edu
Website	
Box Number	354070

Nature of Organization

Student-Athlete Academic Services (SAAS) provides academic advising, admissions assistance, financial aid counseling, career guidance and tutorial support services to over 600 student-athletes at the University of Washington. The Tutoring Services Support includes one-on-one and small group tutoring, supervised study table, discipline specific drop-in sessions, faculty liaison classroom support and computer lab.

Duties and Responsibilities

Assist Tutorial Coordinator in day-to-day activities to include but not limited to answering phones, filing, shredding, photocopying, shelving books, labels, running errands on campus, working with tutoring database, sending email messages, working with a tutor pool of 60-100 hourly employees. Office Assistants will be trained to answer basic questions for academic staff, general population, and student-athletes about tutoring program. Assist with quarterly event preparation, which services 300 faculty, coaches, tutors and student-athletes.

Minimum Qualifications

Proficiency with Microsoft Office, specifically but not limited Microsoft Publisher & Excel. Ability to multitask and act as a team player, the job requires a high level of accuracy, efficiency, and confidentiality in order for duties to be completed. Ability to work with diverse populations and knowledge of student-athlete population is helpful to Student-Athlete Academic Services atmosphere.

Educational Benefits

Access to a wealth of learning opportunities, included but not limited to a library of learning resources, mid term and final review sessions for some 100 & 200 level courses and an on site computer lab. Additional educational benefit includes an exposure to the world of Intercollegiate Athletics. This is a great job!

How to Apply

Contact Ali Washington for more details:
206 543-2427 or email: icatutor@uw.edu.

Job Number: SATH01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal