

## Work Study Job Description

<b>Job Title</b>	Information Managment Intern
<b>Department Name</b>	Registrar UW Seattle Campus
<b>Job Location</b>	Schmitz Hall 2nd Floor-Registrar
<b>Pay Rate</b>	\$12.00 - \$14.00
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	40 hrs/wk, 19 hrs/wk
<b>Contact Supervisor</b>	David Adams
<b>Phone Number</b>	
<b>Email Address</b>	adamsd3@uw.edu
<b>Website</b>	<a href="http://depts.washington.edu/registra/abo">http://depts.washington.edu/registra/abo</a>
<b>Box Number</b>	355850

<b>Nature of Organization</b>
Enrollment Services/Office of the Registrar
<b>Duties and Responsibilities</b>
Assist computer technicians in installation of hardware and software for Enrollment Services. Work with staff in maintaining internal Access databases other duties and projects as assigned by the Senior Computer Specialist.
<b>Minimum Qualifications</b>
Previous experience with computer hardware and software preferred; as well as knowledge of PCs and Operating Systems. Ability to work with people and little supervision. Experience with database a plus.
<b>Educational Benefits</b>
Gain valuable hands on experience with computer hardware, software, data management, tech troubleshooting. Learn to work in a fast paced higher education Information Management setting
<b>How to Apply</b>
Job is only available to students with workstudy awards 2013-2014. Email David at adamsd3@uw.edu