

## Work Study Job Description

<b>Job Title</b>	Desk Assistant
<b>Department Name</b>	Math Study Center
<b>Job Location</b>	Communications B-014
<b>Pay Rate</b>	\$10.10 - \$
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Matt Conroy
<b>Phone Number</b>	206-685-4703
<b>Email Address</b>	conroy@math.washington.edu
<b>Website</b>	<a href="http://www.math.washington.edu/msc/">http://www.math.washington.edu/msc/</a>
<b>Box Number</b>	354350

### Nature of Organization

The Math Study Center (MSC) is a drop in tutoring center for freshman math classes. It is run by the UW Department of Mathematics.

### Duties and Responsibilities

A desk assistant sits at a reception desk near the door to the MSC. They greet students and answer questions. They check in and out books and calculators for use in the MSC. The desk assistants keep track of the tutors' work hours. They also keep a count of the number of students using the MSC.

### Minimum Qualifications

Able to welcome students and answer their questions in a friendly way. Organized and able to keep track of the different tutors. Some familiarity with Excel is helpful.

### Educational Benefits

This is a math friendly environment.

### How to Apply

Contact Matt Conroy for more details. Email is best: conroy@math.washington.edu