

Work Study Job Description

Job Title	Student Assistant
Department Name	Medicine Student Programs
Job Location	HSB BB527
Pay Rate	\$12 - \$12
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Angie Wick
Phone Number	206.543.7430
Email Address	angwick@uw.edu
Website	http://depts.washington.edu/medclerk/dru
Box Number	356420

Nature of Organization

Provide Medicine education to undergraduate medical students.

Duties and Responsibilities

filing, paper and electronic
Conversion from paper to e-filing project
Electronic file clean up
Data collection and organization

Website maintenance (Drupal, Catalyst)
Photocopying, packet compilation
Mailings, electronic and paper
Survey compilation, collection

Minimum Qualifications

proficient level in Excel, Word, Catalyst, data entry, organization, customer service

Educational Benefits

Learn educational system for clinical medical education, work as integral part of team, provide customer service to multiple stakeholders, create and implement educational communication tools for students, faculty and team, learn uw systems.

How to Apply

email Angie Wick at angwick@uw.edu

Job Number: MSTP01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal