OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Undergraduate Intern
Organization Name	King County/Public Health
Address	401 5th Ave., Suite 1316 Seattle, WA 98104
Pay Rate	$13.17 - $16.69
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Sarah Fish
Phone Number	206-263-8413
Email Address	Sarah.Fish@kingcounty.gov
Website	
EIN	91-6001327P

Nature of Organization
Public Health - Seattle & King County (Public Health) works to protect and improve the health and well-being of all people in King County as measured by increasing the number of healthy years that people live and eliminating health disparities. Department functions are carried out through core prevention programs, environmental health programs, community-oriented personal health care services, emergency medical services, correctional health services, Public Health preparedness programs, and community-based public health assessment and practices.
Duties and Responsibilities
Minimum Qualifications
Students should have basic skills and entry level experience with Microsoft Word, Excel, and Outlook, as these programs are widely used at Public Health; have basic math skills; the ability to file alpha and numerically; and have the ability to work with diverse people, follow directions, and work well independently.
Educational Benefits

Students will learn the administrative side of public sector/local government work and gain practical work experience while acquiring valuable insight to the services Public Health provides to the community. Will Gain an understanding of standards, compliance, policies, and risk management; gain the ability to research, synthesize, and integrate laws and regulations with business activities; understand and demonstrate confidentiality of sensitive information.
How to Apply
Please contact Sarah Fish at (206) 263-8738 or Sarah.Fish@kingcounty.gov

Job Number: 60KCPH01 | State 60% | Closed