

## Work Study Job Description

<b>Job Title</b>	Office Assistant
<b>Department Name</b>	Student-Athlete Academic Services
<b>Job Location</b>	Conibear Shellhouse
<b>Pay Rate</b>	\$12.50 - \$12.50
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Suzanne Anderson
<b>Phone Number</b>	206-543-0611
<b>Email Address</b>	suzy@uw.edu
<b>Website</b>	
<b>Box Number</b>	354070

### Nature of Organization

Student-Athlete Academic Services provides student-athletes with a diverse staff consisting of adviser, counselors, learning specialists, and a tutorial department of up to 75 part-time tutors.

### Duties and Responsibilities

Computer data input, typing, filing, proof reading, and phone skills. Pick up and deliver mail. Check supplies on a daily basis. Responsible for supplies and upkeep of computer lab. Assist staff of 13 with varying tasks.

### Minimum Qualifications

Six months previous office and computer experience required. Must be willing to learn new computer programs . Type at moderate speed with high degree of accuracy. Experience in Excel and publisher programs. Willingness to perform any necessary tasks, carrying out projects from beginning to end.

### Educational Benefits

We employ 75 tutors and have a computer lab equipped with 25 computers. There is much to be learned regarding collegiate athletics, academic and compliance programs. Provides an opportunity to work with people of diversity. Pleasant work force.

### How to Apply

Email Suzanne Anderson. suzy@uw.edu

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Job Number: SATH06 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: State