

## Work Study Job Description

<b>Job Title</b>	Student Assistant
<b>Department Name</b>	Department of Comparative Literature
<b>Job Location</b>	Padelford B-531
<b>Pay Rate</b>	\$10.00 - \$12.00
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Marcia Feinstein-T
<b>Phone Number</b>	206 543-7542
<b>Email Address</b>	maf@uw.edu
<b>Website</b>	<a href="http://depts.washington.edu/complit/">http://depts.washington.edu/complit/</a>
<b>Box Number</b>	354338

<b>Nature of Organization</b>
Academic Department
<b>Duties and Responsibilities</b>
<p>Answer phone, take messages, direct callers to outside departments as appropriate.          Maintain and organize the Cinema Studies Program DVD library.          Make photocopies for faculty and staff as requested.          Perform filing and shredding, post notices, organize supplies and supply room.          Pick up and deliver mail and distribute it to mailboxes for faculty, students and staff.          Compile graduate application files, create evaluation sheets for the files and maintain database of applicant information.          Update departmental information on website as needed</p>
<b>Minimum Qualifications</b>
<p>Experience working in an office setting, including answering phones, compiling and photocopying materials, and general office support.          Experience organizing and filing DVD library collections desired.          Knowledge of Microsoft Office and website development desired.</p>
<b>Educational Benefits</b>

Work with DVD library for Cinema Studies program containing hundreds of foreign titles, increase knowledge of film studies. Exercise and develop organizational skills. Gain experience working in office setting with UW faculty, staff and students.

**How to Apply**

Submit letter of interest, resume, and two references to [maf@u.washington.edu](mailto:maf@u.washington.edu).

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Job Number: CLIT01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal