

Work Study Job Description

Job Title	Student Assistant
Department Name	Urology
Job Location	HSB BB-1109
Pay Rate	\$9.19 - \$12.00
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Mary O'Reilly
Phone Number	206.221.5115
Email Address	meor@u.washington.edu
Website	http://depts.washington.edu/uroweb/
Box Number	356510

Nature of Organization

The Department of Urology's main office is located in the Health Sciences Building on the 11th floor. This is a clinical department including a residency program along with labs in several locations. The motto is "heal, comfort, teach, wonder".

Duties and Responsibilities

Assist fiscal staff with grant & contract, purchasing, payroll, personal and other fiscal files.
Run campus wide errands.
Assist in disposition of records and interpretation of Department retention schedules.
Assist in day-to-day transactions associated with records-related functions, including file organization and maintenance, implementation of retention schedules, inactive records storage, and records destruction.
Assist in shredding confidential records not stored in the University Records Center.

Minimum Qualifications

Ability to maintain confidentiality in regard to payroll documents, high attention to detail, good oral and written communication skills.

Educational Benefits

Develop skills to work in an office setting. Opportunity to learn business administration as it relates to payroll, personnel, financial administration and accounting.

How to Apply

send email with interest, along with resume, to meor@uw.edu

Job Number: UROL04 | Job Class: 0875 | Category: | 51% Comp. To Classified: y | Program: Federal