

Work Study Job Description

Job Title	Office Assisant
Department Name	UW School of Law
Job Location	Gates Hall
Pay Rate	\$9.32 - \$11.00
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Paula Johnson
Phone Number	206-685-4189
Email Address	pj4@uw.edu
Website	
Box Number	353020

Nature of Organization
Duties and Responsibilities
Perform a variety of office duties including, but not limited to, copying, filing, faxing, assisting with large mailings, word processing, data entry, and other duties as required.
Minimum Qualifications
Must be proficient with MS Office Strong attention to detail Good communication skills Must be reliable
Educational Benefits
Work in an educational and professional setting and get exposure to law school.
How to Apply
Send email with resume attached to Paula Johnson, HR Director, at pj4@uw.edu