

Work Study Job Description

Job Title	Office Assistant
Department Name	BNHS
Job Location	Health Sciences Building T Wing
Pay Rate	\$11.50 - \$12.50
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Michelle Hilliker
Phone Number	685-2103
Email Address	synnove@uw.edu
Website	
Box Number	357266

Nature of Organization

To advance biobehavioral nursing science and health informatics through research, education, practice, and service.

Duties and Responsibilities

Collect & distribute mail, make and distribute pdf documents using a scanner.
Track, submit and pick up copies at copy centers; make copies in Department.
Sort and mail accounting spread sheets, class lists & grade forms to appropriate faculty and staff.
Prepare mailing labels and send a variety of on and off-campus mailings. Filing, data entry, and computer workstation set-up responsibilities and other duties based on ability.

Minimum Qualifications

Requires the ability to work with diverse populations and provide excellent customer service. Needs to be familiar with computers, be able to take directions for detailed work. Basic knowledge of copiers and office equipment.

Must be able to stay on task and work independently in a relaxed laid back environment.

Educational Benefits

Working within a professional team environment. Learn office skills and university procedure and policy. Experience within in the higher-education system. Working with computer databases

How to Apply

submit resume and work availability to synnove@uw.edu

Job Number: BNHS17 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal