

## Work Study Job Description

<b>Job Title</b>	Student Assistant
<b>Department Name</b>	Obstetrics & Gynecology
<b>Job Location</b>	HSB BB601
<b>Pay Rate</b>	\$10.10 - \$10.00
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	40 hrs/wk, 19 hrs/wk
<b>Contact Supervisor</b>	Valerie Hockens
<b>Phone Number</b>	206-543-3054
<b>Email Address</b>	vhockens@uw.edu
<b>Website</b>	
<b>Box Number</b>	356460

<b>Nature of Organization</b>
The OB/GYN department is a Clinical, Research & Educational Medical Department. The student assistant position is in the Administration Division located in the BB wing of the Health Sciences building adjacent to UWMC.
<b>Duties and Responsibilities</b>
This position has both clerical & accounting components.
<b>Minimum Qualifications</b>
Candidate must be precise in the execution of their duties. Prefer previous office experience. Prefer a student who is a business or accounting major.
<b>Educational Benefits</b>
Good experience for an accounting or business major as it will expose the student assistant to government accounting.
<b>How to Apply</b>
Please email resume to <a href="mailto:vhockens@uw.edu">vhockens@uw.edu</a>