

## Work Study Job Description

<b>Job Title</b>	Student Administrative Assistant
<b>Department Name</b>	UW School of Art
<b>Job Location</b>	102 Art Building
<b>Pay Rate</b>	\$ - \$10.00
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Wilma Boyd
<b>Phone Number</b>	206-685-2772
<b>Email Address</b>	wboydsea@uw.edu
<b>Website</b>	<a href="http://www.washington.edu/students/osfa/">http://www.washington.edu/students/osfa/</a>
<b>Box Number</b>	353440

### Nature of Organization

School of Art has 3 divisions - Art, Art History, Design

### Duties and Responsibilities

Assist permanent administrative and fiscal (payroll, personnel, purchasing, reconciliation) staff in the School of Art main office, including:

Word processing and data entry, completing standard forms and reports based on existing examples and procedures;

Emailing and making phone calls in support of administrative functions;

Running errands to other offices in the School and across campus;

Filing, photocopying, mailing, posting of notices, shredding;

Maintaining conference rooms and common areas;

Restocking supplies for shared copy machines, printers, fax machine.

May assist in maintaining accurate equipment and supplies inventories.

May assist in budget reconciliation

### **Minimum Qualifications**

- \* Ability to deal with the general public, staff, faculty, and students in an efficient and pleasant manner.
- \* Ability to work autonomously, with responsibility for organization of own duties.
- \* Ability to use own judgement in accomplishing assigned tasks.
- \* Attention to detail.
- \* Reliability/dependability/some schedule flexibility during Monday-Friday daytime hours.

Desired:

- \* Ability to modify electronic forms using publishing apps such as Adobe Acrobat.
- \* Art major

### **Educational Benefits**

- \* First hand knowledge of fiscal and administrative functions in a large academic unit.
- \* Gain organizational skills for performing in a high-volume environment.
- \* Build background knowledge of art and art history through tasks and contact with staff, faculty and students.

### **How to Apply**

Apply with resume to:  
Wilma Boyd, Budget/Fiscal Analyst  
wboydsea@uw.edu  
206-685-2772

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Job Number: ARTS04 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal