

Work Study Job Description

Job Title	Student Assistant
Department Name	Materials Science & Engineering
Job Location	302 Roberts Hall
Pay Rate	\$12.00 - \$12.00
Employment Period	Summer
Hours Per Week	19 hrs/wk
Contact Supervisor	Yen Cone
Phone Number	2065432616
Email Address	ycone@u.washington.edu
Website	depts.washington.edu/mse
Box Number	352120

Nature of Organization
Duties and Responsibilities
Assist with reception duties including answering phones, greeting and directing visitors, opening and/or closing the office, photocopying, faxing, assisting with special events and projects, running errands on campus. Assist with data entry, document preparation, filing and updating program materials.
Minimum Qualifications
Ability to work with detailed materials that require a high degree of accuracy. Ability to listen well and communicate effectively with a variety of clients. Possess basic work skills such as dependability, punctuality, and thoroughness. Facility with Microsoft Word and Excel. Experience with Filemaker Pro a plus.
Educational Benefits
Develop ability to interact with a variety of customers from diverse backgrounds. Develop computing experience and knowledge of database creation and maintenance. Understand and contribute to overall operations of the office.
How to Apply

Program: Federal