

Work Study Job Description

Job Title	Office Assistant
Department Name	UW Bothell - Ctr for Univ Studies &
Job Location	UWB, Room UW1-080
Pay Rate	\$10.25 - \$10.25
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Ismaila Maidadi
Phone Number	425-352-3427
Email Address	culp@uwb.edu
Website	http://www.uwb.edu/culp
Box Number	358563

Nature of Organization

We support the first year program at UW Bothell.

Duties and Responsibilities

Duties and Responsibilities:

- Assist staff with various projects: web page updates, FAQ page updates, research, advising tools development, Excel charts, and many other wonderful learning experiences.
- Reception: set student advising appointments, answer phones, greet students & general public as needed.
- Other duties as assigned.
- Flexible work hours, availability on Fridays strongly preferred.

Minimum Qualifications

- Eligible Work Study (Financial Aide) and non Work Study are encouraged to apply.
- Strong communication and computer skills with attention to detail
- Office experience a plus
- Competent user of Microsoft Office Suite and Outlook

Educational Benefits

- Develop critical thinking skills in creating processes for performing tasks
- Enhance teamwork skills
- Improve skills in computer applications and web page coding

How to Apply

Application Deadline: Friday, April 5

Job Number: BOTH09 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal