OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Program Assistant
Department Name	Environmental Health and Safety
Job Location	406 Hall Health Center
Pay Rate	$11 - $
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Anne Tschider
Phone Number	616-5518
Email Address	avanv@uw.edu
Website	
Box Number	354400

Nature of Organization
Our mission is to help the university protect the environment and provide a safe & healtful place of employment and learning.
Duties and Responsibilities
The student program assitant would help support the efforts of our office. Their main duties will include Access, database entry, word processing, photcopying, mail, and filing. Additional tasks may include: Assist fire safety professionals with RA Fire Academy, Distribute and place new Emergency Procedure Posters, Distribute and place "Fire Safety" Posters, Assist with restructure of the Fire Safety Survey schedule, FDC project-ensure that all FDC's are labeled correctly, Update/confirm changes for the Emergency Respose Map, Take pictures for new updates on the website & training materials, Inventory evacuation maps, Inventory EEOP's and Fire Drill records, Other misc. office work as needed or as they develop.
Minimum Qualifications
One year of prior office experience, Microsoft Office skills, specifically Word, Access and Excel, detailed oriented, dependable.
Educational Benefits
This is a good opprtunity for a student interested in environmental health and Safety, and/or public safety. It is good opportunity to work with and learn from engineers.
How to Apply

Call Anne Tschider at 616-5518

Job Number: ENHS06 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Open