

## Work Study Job Description

<b>Job Title</b>	IAS Student Assistant
<b>Department Name</b>	UW Tacoma Interdisciplinary Arts and Sciences
<b>Job Location</b>	UW Tacoma
<b>Pay Rate</b>	\$10.00 - \$13.00
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Kristina Powers
<b>Phone Number</b>	253-692-4498
<b>Email Address</b>	kp23@uw.edu
<b>Website</b>	
<b>Box Number</b>	358436

### Nature of Organization

UWT's largest academic program

### Duties and Responsibilities

Perform general office duties including answering the telephone, scheduling appointments, answering questions of students and prospective students, data entry, word processing and filing. Assist IAS staff and faculty with curriculum-related projects and special events. Other duties assigned.

Requires a minimum work commitment of 10 hours per week.

### Minimum Qualifications

Experience with general office equipment and Microsoft Office applications including Microsoft Word, Excel and Access. Familiarity with or willingness to learn about IAS offerings. Positive professional attitude, excellent interpersonal and communication skills (both verbal and written), ability to follow directions and to focus on details, good judgment and ability to respect confidential issues.

### Educational Benefits

Gain office experience while working with university students and faculty. Learn about administration and coordination of university academic programs. Gain experience working with a diverse population.

## How to Apply

Please send a resume to Kristina Powers, kp23@uw.edu

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Job Number: TACO40 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal