

## Work Study Job Description

<b>Job Title</b>	Student Assistant
<b>Department Name</b>	College of Education
<b>Job Location</b>	Miller Hall
<b>Pay Rate</b>	\$10.10 - \$11
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Brienne Hull
<b>Phone Number</b>	
<b>Email Address</b>	bmc83@uw.edu
<b>Website</b>	<a href="http://education.washington.edu/">http://education.washington.edu/</a>
<b>Box Number</b>	353600

### Nature of Organization

### Duties and Responsibilities

Administrative duties include reception, data entry, filing and other clerical support. Specifically involves working in the following areas:

- Assisting with classroom setup
- Event planning: menus/catering, venue reservations, confirmations & follow-up
- Updating student databases
- Correspondence, including mail merges & mail preparation
- Processing application and certification files
- Preparing & updating bulletin boards
- Compiling evaluation summaries
- Other administrative duties as assigned

### Minimum Qualifications

**Minimum Qualifications:** Must enjoy working and interacting with diverse student populations; ability to work well both as a member of a small team and independently; willingness to learn and follow through with a variety of projects; ability to work well under deadlines; provide support to students, faculty and public; Attention to detail and excellent attendance a must.

**Skills Required:** Good problem-solving skills; good writing and communication skills; proficiency with MS Office: Word and basic Excel; using the Internet to search for information.

**Desirable:** Currently enrolled UW student and eligible for work-study (but not required). Experience maintaining websites; basic knowledge of Adobe Photoshop; familiarity with UW venues and event planning; experience using databases.

### **Educational Benefits**

Exposure to two dynamic programs that prepare experienced teachers and administrators for leadership in principal and superintendent roles in K-12 schools.

### **How to Apply**

Email resume to Brienne Hull, [bmc83@uw.edu](mailto:bmc83@uw.edu)

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Job Number: EDUC11 | Job Class: 0875 | Category: Student Services | 51% Comp. To Classified: y | Program: Federal