

Work Study Job Description

Job Title	Student Assistant
Department Name	Family and Child Nursing
Job Location	T402
Pay Rate	\$9.19 - \$12.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Gayle Gray
Phone Number	206 543-7710
Email Address	gayleg@uw.edu
Website	
Box Number	357262

Nature of Organization
Duties and Responsibilities
Duties consist of basic clerical work and special projects, including: copying, scanning, faxing, filing, mail distribution, literary searches, and updating bulletin boards and door signs.
Minimum Qualifications
Must be proficient in Microsoft Word and Excel. Experience with Microsoft Publisher and Access preferred. Must be punctual, able to work with and without supervision, detail oriented and organized.
Available Tuesdays and Thursday between 8 to 2 pm.
Educational Benefits
Gain experience working with various faculty and staff in a teaching and research focused academic departmental setting.
How to Apply
Email your resume to the Assistant to the Chair, Ashley Scharbach, at clarity@uw.edu