

Work Study Job Description

Job Title	Student Assistant
Department Name	College of Education
Job Location	Miller Hall
Pay Rate	\$9.32 - \$11.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Bernadette Dwyer
Phone Number	
Email Address	dwyer@uw.edu
Website	http://education.washington.edu/
Box Number	353600

Nature of Organization

Duties and Responsibilities

Support academic office operations. Provide telephone and in-person reception. Respond to inquiries from general public, students, faculty, and staff. Create and edit documents using word processing. Respond to requests for photocopying and run errands. Assist faculty and staff with special projects. Perform library and web-based searches.

Minimum Qualifications

Experience using word processing. Experience using the internet and email. Excellent communication skills and well as the ability to handle multiple tasks simultaneously. Previous office experience a plus.

Educational Benefits

Working with faculty, staff, and a diverse student population in an academic office setting will provide a broad base of both professional and personal experience. Experience in computer usage and learning administrative skills will build capacity for future professional endeavors.

How to Apply

Kent Jewell, kjewell@uw.edu

Program: Federal