

## Work Study Job Description

<b>Job Title</b>	Student Administrative Support
<b>Department Name</b>	OMAD - Instructional Center
<b>Job Location</b>	1307 NE 40th Street
<b>Pay Rate</b>	\$11.00 - \$11.00
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Regina Hall-Washin
<b>Phone Number</b>	206-543-4240
<b>Email Address</b>	ic@u.washington.edu
<b>Website</b>	ic@u.washington.edu
<b>Box Number</b>	355650

### Nature of Organization

Instrustional Center a program of the Office of Minority Affairs & Diversity

### Duties and Responsibilities

The Student Admin Assistant is the initial contact for diverse groups of students, faculty and visitors who come to the Instructional Center (IC). Therefore, there is a responsibility to maintain a professional atmosphere at the front desk at all times.

\*Understand IC Student Referral process.

\* Interpreting the applying IC policitey to registration process, giving accurate referral information to students who request to use the center.

\*Adminsistering the math plcement test and have some knowledge of UW math courses.

\*Handling multiple phone lines, filing, multi-tasking and various assigned. projects

\*Having the ability to use independent judgement to make necessary decisions

### Minimum Qualifications

The position requires versatility with strong interpersonal skills and 6 months experience in clerical duties such as typing (50)wpm, Excel, MSWord, and heavy reception work. Must be able to work independently under pressure.

### Educational Benefits

This position provides students with a valuable opportunity to become familiar with gathering and compiling information to be used for statistical data reports. Familiarize the support staff with working in a multi-task office environment.

**How to Apply**

Stop by the Instructional Center @ 1307 NE 40th Street, ask to speak to Geena Hall or Barry Minai.

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Job Number: MINA08 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal