

## Work Study Job Description

<b>Job Title</b>	Student Assistant
<b>Department Name</b>	Microfabrication/Nanotechnology User Facility
<b>Job Location</b>	Fluke Hall
<b>Pay Rate</b>	\$10 - \$
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Sharon Li
<b>Phone Number</b>	2066851701
<b>Email Address</b>	sharonli@uw.edu
<b>Website</b>	
<b>Box Number</b>	352143

### Nature of Organization

Microfabrication Facility (MFF) and the Nanotechnology User Facility (NTUF) support academic research in a variety of disciplines crossing multiple colleges in the University of Washington, as well as external academic and industrial users.

### Duties and Responsibilities

Assist with general office work which include, but is not limited to checking and distributing mail, filling, updating financial report, reconciling BARs, processing TEVs, and updating user information.

Assist in preparing publication list and miscellaneous projects and tasks as needed.

### Minimum Qualifications

1. Working knowledge of Microsoft Excel or Access.
2. Ability to enter data efficiently and accurately.
3. Self-motivated; able to work independently after instruction to accomplish required tasks.
4. Detail-oriented and enthusiastic.

### Educational Benefits

Student will have the opportunity to develop skills in the field of Business Finance and Administration. Student will be exposed to learning University financial and accounting models and processes.

**How to Apply**

Email a PDF containing a cover letter, resume, and unofficial transcripts.

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Job Number: NTEC03 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal