

Work Study Job Description

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

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