

Work Study Job Description

Job Title	Student Assistant
Department Name	College of Built Environments
Job Location	Dean's Office, 224 Gould Hall
Pay Rate	\$10 - \$15
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Abigail Crossen
Phone Number	206-543-6392
Email Address	acrossen@uw.edu
Website	www.be.washington.edu
Box Number	355726

Nature of Organization

The College of Built Environments Deans Office provides administrative oversight and assistance to four departments and a wide range of faculty and staff.

Duties and Responsibilities

General clerical duties including filing and copying, reception duties greeting guests in person and over the phone, office organization and occasional supply ordering. Provide very basic copier assistance and maintain paper supply in CBE copiers. Assist in maintaining info boards around Gould and Architecture Hall. Manage CBE lost and found. Assist in maintenance of signage and informational materials for students, faculty, and staff. Provide occasional tours of CBE facilities to prospective students and visitors. Assist with CBE events. Potential opportunity to work during quarter breaks.

Minimum Qualifications

Clear written and verbal communication skills. Available in two to three hour blocks of time each day between 8am and 5pm. Scheduled blocks of time can vary from day to day but must be consistent across each quarter.

Educational Benefits

Opportunity to use, explore, and develop a variety of communication skills. Opportunity to experience an administrative office in higher education. Opportunity to learn about Built Environments majors.

How to Apply

Apply via email by copying both Rachel Ward wardrm@uw.edu and Abby Crossen acrossen@uw.edu.

Job Number: CBEN01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal