OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Student Office Assistant
Department Name	College of Education - National Center on Quality Teaching and Learning (NCQTL)
Job Location	1100 NE 45th Street, Seattle, WA 98105 (University District)
Pay Rate	$9.32 - $12.00
Employment Period	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	354949

Nature of Organization
The National Center on Quality Teaching and Learning (NCQTL) is a new Center housed at the University of Washington College of Education and funded by the Office of Head Start, US Department of Health and Human Services. This multi-faceted Center is leading the national effort to put evidence-based early childhood practices into everyday practice in Head Start programs by developing print and multi-media products, developing and delivering training and professional development, guiding the successful transition of Head Start students and families to elementary school, and implementing a higher education strategy to help Head Start teachers meet their educational requirements.
Duties and Responsibilities

The Office Assistant will provide general clerical office support to the Center.
Responsibilities include:

•Answer and respond to NCQTL general phone inquires, fielding general questions, forwarding inquiries to appropriate staff members, and tracking inquires in database
•Receive and track shipments of materials, ensure that packing slips are given to appropriate staff, inform staff of newly arrived shipments, and store materials.
•Inventory office supplies and notify staff when supplies need to be replenished
•Receive, sort, and distribute incoming mail and ensure outgoing mail is ready for pickup
•Ensure recycling bins are cleared out regularly
•Support the organization and maintenance of NCQTL resource library
•Print, copy, and collate documents for upcoming presentations/meetings
•Sort and file electronic and hardcopy documents, maintain files and records as needed
•Take minutes at Support Staff weekly meetings
•Assist staff in updating center staff rosters
•Keep email and mailing lists current
•Maintain cleanliness and organization of reception area and supply area
•Operate office equipment such as computer, printer, calculator, copy machine, and fax machine.
•Perform related duties as required.

Minimum Qualifications

•Ability to communicate effectively over the phone, via email, and in person with a variety of people
•Strong written and oral communication skills,
•Experience working in customer service roles with a positive attitude
•Comfortable working with Microsoft Office Suite and willingness to learn other database software as needed
•Familiarity with Mac and PC environments
•Experience with data entry and filing in an office setting
•Ability to work independently and as part of a team

Educational Benefits

•Development of written and verbal communication skills
•Develop customer service skills
•Experience working in a professional, higher education, national center environment
•Exposure to a variety of Head Start/early learning, and technology/multimedia professionals

How to Apply

Submit resume to David Foreman at davidcpa@uw.edu.

Job Number: EDUC14 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y | Program: Federal