

Work Study Job Description

Job Title	Student Asst-Reception, Main Office
Department Name	School of Music
Job Location	Music Building room 102
Pay Rate	\$9.19 - \$12.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Claire Peterson
Phone Number	206-543-1201
Email Address	claire@uw.edu
Website	http://www.music.washington.edu/home/
Box Number	353450

Nature of Organization

The receptionist for the School of Music interacts with a variety of visitors to the School, and provides general information and directions as requested.

Duties and Responsibilities

Duties include data entry, budget reconciliation; creation of reports and documents using word processing; visitor reception and phone answering; independent library and inventory projects; assist in creating databases and spreadsheet reports; run errands on campus.

Minimum Qualifications

Ability to work independently and prioritize workload; experience w/ Office applications (Word, Excel, Access or equivalent) desired; background in Music or bookkeeping helpful.

Educational Benefits

Improve computer application skills; gain interaction skills w/ faculty, staff and students; experience in creating databases and reports; gain familiarity w/ music, software and record-keeping.

How to Apply