

Work Study Job Description

Job Title	Front Office Assistant
Department Name	Dept of Aeronautics & Astronautics
Job Location	211 Guggenheim Hall
Pay Rate	\$10 - \$10
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Kim Maczko
Phone Number	616-1114
Email Address	kimberly@aa.washington.edu
Website	http://www.aa.washington.edu/
Box Number	352400

Nature of Organization

As one of the leading programs in Aeronautics & Astronautics in the United States, we prepare our graduates to enter the aerospace industry, in leading roles in business and government, regulatory agencies, the military, etc

Duties and Responsibilities

Reception: Greet & direct visitors, distribute mail, check out AV equipment & textbooks, process student printing transactions, make copies, scan material for users
 Maintain copy center: fill copier, fax, and printer paper trays, empty shredder, store supplies,
 Run errands (i.e.,pick up/deliver documents to Grad Admissions)
 Assist with events, mailings, and other tasks as assigned
 Maintain department library (log and file theses), building bulletin boards
 Maintain files of student admissions, academic records, etc, order text books, update or extract information from databases

Minimum Qualifications

Patience, accuracy, attention to detail
 Able to work methodically in busy/distracting setting
 Discretion with regard to confidential material

Educational Benefits

Learn admissions and advising practices and management
Opportunity to observe and interact with students at various levels of study and involvement with research (guide and reality check for student's own career)
Opportunity to observe current research in various disciplines

How to Apply

Email kimberly@aa.washington.edu; provide brief description of work experiences and skills

Job Number: AEAS02 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal