OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

# Work Study Job Description

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| **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** |
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| 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<br>Maintain copy center: fill copier, fax, and printer paper trays, empty shredder, store supplies,<br>Run errands (i.e.,pick up/deliver documents to Grad Admissions)<br>Assist with events, mailings, and other tasks as assigned<br>Maintain department library (log and file theses), building bulletin boards<br>Maintain files of student admissions, academic records, etc, order text books, update or extract information from databases |
| **Minimum Qualifications** |
| Patience, accuracy, attention to detaii<br>Able to work methodically in busy/distracting setting<br>Discretion with regard to confidential material |
| **Educational Benefits** |

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| Learn admissions and advising practices and management<br>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)<br>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