

Work Study Job Description

Job Title	Clerical Support Staff
Department Name	UW Tacoma Teaching and Learning Center (TLC)
Job Location	UW Tacoma
Pay Rate	\$10.00 - \$10.25
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Carolyn Maxson
Phone Number	253-692-5781
Email Address	cmaxson@uw.edu
Website	www.tacoma.uw.edu/tlc
Box Number	358453

Nature of Organization

The Teaching and Learning Center provides academic support for all UWT students.

Duties and Responsibilities

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Greet all visitors and assist them as needed.

Customer Service: welcome students, faculty, staff to the TLC and provide answers to their questions

Assist students to schedule appointments online

Perform basic office duties; answer phones and email, schedule rooms, distribute mail, photo copy, data entry, word processing and filing

Attend scheduled meetings and training events

Other duties when assigned

Minimum Qualifications

- Must have a strong desire to help students in an academic support setting
- Strong computer skills including knowledge of MS Office
- Organized and capable of multi-tasking

Educational Benefits

- Customer service experience working with other students
- Strengthen office skills

How to Apply

Send resume to Carolyn Maxson @ cmaxson@u.washington.edu

Job Number: TACO07 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal