

Work Study Job Description

Job Title	Admissions Student Assistant
Department Name	UW Tacoma Enrollment Services
Job Location	UW Tacoma
Pay Rate	\$11.00 - \$12.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Ted Olsen
Phone Number	253.692.4757
Email Address	olsent2@uw.edu
Website	
Box Number	358400

Nature of Organization

Enrollment Services provides current and future students with administrative and academic support services and information needed to take full advantage of the educational opportunities available to them at the University of Washington Tacoma. We also provide faculty, staff and members of the community with information and administrative services that support the University's academic mission.

Duties and Responsibilities

Examples of duties include searching for files/documents for prospective/incomplete files; opening and sorting mail, archiving and purging old files; assisting with the sending of prospect and admission letters, as well as scanning such letters into the e-files. This person will also assist the Registrar staff with similar tasks.

This student will be interacting with Enrollment Services staff members, UW Tacoma faculty and staff, as well as the public. As such, this person is an important representative of UW Tacoma.

Minimum Qualifications

Strong communication skills, especially verbal
 Capable of working with and maintaining confidential records (will require FERPA training)
 Ability to interact in a professional manner with students, staff, faculty and the public
 Willingness and ability to learn about the University, program offerings and admissions processes
 Strong attention to detail and good organizational skills
 Basic computer skills, as well as working knowledge of Microsoft Word, Excel and Access

Educational Benefits

- Gain exposure to the field of student recruitment, enrollment and higher education administration
- Expand knowledge and interaction with diverse populations

How to Apply

Please send cover letter and resume including contacts for 3 references, to Ted Olsen,
olsent2@uw.edu.

Job Number: TACO44 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal