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

Work Study Job Description

Job Title	Administrative Assistant
Department Name	Chemistry/STC-MDITR
Job Location	Bagley 202
Pay Rate	$10 - $12
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Denise Bale
Phone Number	206-543-7464
Email Address	denisehb@uw.edu
Website	http://stc-mditr.org/
Box Number	351700

Nature of Organization
CMDITR is a research center focused on the field of photonics. It is a multi-campus program housed in the UW Dept. of Chemistry. The administrative team is comprised of eight faculty and staff.
Duties and Responsibilities
-Perform literature search through webofscience.com and other resources. -Collect and analyze data from an internal database, searching for and correcting/combining duplicate entries, etc. Input new data as needed. -Proofread large report (>500 pages) which includes discussion of scientific and educational activities. -Assist Fiscal Manager with filing; potential to learn basic reconciliation of expenditures. -Assist planning of summer internship program; with guidance, respond to email inquiries from applicants. -Organize and execute large mailings. -General office duties: order supplies, ship packages, collect and distribute mail, etc. -Other duties as assigned.
Minimum Qualifications

-Excellent written skills, including spelling, grammar and punctuation.
-Ability to search for and identify relevant data from multiple sources.
-Attention to detail and accuracy in written correspondence, filing, etc.
-Proficiency with Microsoft Word and Excel; at ease performing online research.
-Desire to contribute to a diverse, challenging and supportive workplace environment.
-Familiarity with the basics of scientific research practices and/or education beneficial but not required.

Educational Benefits

Exposure to the multi-disciplinary field of photonics, which includes chemistry, physics, materials science and electrical engineering. Further develop writing and editing skills. Learn UW fiscal policies and procedures. Opportunity to learn about the admissions and planning processes for undergraduate summer research programs. Learn/develop general business and office skills. May be able to apply web development skills.

How to Apply

Send a resume and/or statement of interest with outlines relevant experience to denisehb@uw.edu.

Job Number: CHEM01 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Closed