

Work Study Job Description

Job Title	Administrative Student Assistant
Department Name	UW Tacoma Enrollment Services
Job Location	Tacoma
Pay Rate	\$12.00 - \$12.00
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Linda SpenceNoyer
Phone Number	253-692-4409
Email Address	lsnoyer@uw.edu
Website	http://www.tacoma.uw.edu/enrollment-services
Box Number	358400

Nature of Organization

The Office of Enrollment Services is seeking an individual for the position of Administrative Student Hourly Assistant. This position directly supports the business functions of the five unit Office of Enrollment Services, (Admissions, Financial Aid, International Student Services, Registration and Veterans Services). The Office of Enrollment Services is critical to the recruitment, admissions and retention of UW Tacoma students.

Duties and Responsibilities

Work in a fast-paced, diverse environment with constantly changing priorities; taking responsibility to prioritize duties and complete tasks on-time; Perform high level clerical duties including but not limited to: file creation and maintenance, timesheet management, budget entries, records keeping, materials copying, and assisting with mailings; Oversee office supplies: including preparing supply order, order check-in, restocking, and inventory maintenance; Create and maintain confidential records; Maintain financial records using complex spreadsheets; Event support; Respond to ad hoc staff requests in a courteous & professional manner.

Minimum Qualifications

UW Tacoma student in good standing; Office Assistant experience; Personal integrity and commitment to high ethical and professional standards; High verbal, written communication and interpersonal skills; Experience working with and keeping confidential material; Proficient computer skills; Complete assignments under general supervision Capable of lifting, reaching, bending, and placing objects on shelves weighing up to 45 pounds; and Reliable, punctual, and work regular schedule.

Educational Benefits

Working with staff and a diverse student population in an academic office setting will provide a broad base of both professional and personal experience. Experience in computer usage and learning administrative skills will build capacity for future professional endeavors.

How to Apply

Please send cover letter and resume including contact for 3 professional references, to Linda Spence-Noyer at lsnoyer@uw.edu or turn in application materials in person at the Office of Enrollment Services in GWP 102.

Position will remain opened until filled.

Job Number: TACO02 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: State