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

Work Study Job Description

Job Title	Office Assistant
Department Name	OEA Testing Center
Job Location	Schmitz Hall, 440
Pay Rate	$9.50 - $9.50
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Alaina Giesbrecht
Phone Number	206-543-1171
Email Address	alainadg@uw.edu
Website	http://www.testing.washington.edu
Box Number	355837

Nature of Organization

The Testing Center is a casual, friendly work place close to campus. We administer placement testing; provide proctoring services for many types of exams; and administer nationally coordinated college admissions tests.

Duties and Responsibilities

The Testing Center is looking for an Office Assistant who will contribute to our team by performing a variety of routine clerical, reception, and office support functions. The successful candidate will have great attention to detail and a positive attitude.

Primary Job Tasks:

• Answer busy phones, take messages, and direct calls
• Monitor and maintain office and testing supplies
• Receive, sort and distribute incoming mail
• Maintain office filing and storage systems
• Keep office and testing areas clean and tidy

Minimum Qualifications

Must be a current UW student enrolled full-time.
Must have an approved work-study appointment for Autumn Quarter.
Prior office experience and/or customer service experience is preferred.

Educational Benefits
The Testing Center Office Assistant will gain hands-on general office experience including clerical and reception functions; learn to work with a team of professionals whose values include integrity, flexibility, and collaboration; and gain knowledge of and experience with nationally recognized, professional testing standards.
How to Apply
Please email Nichole Miller at nmiller2@uw.edu for information on how to apply.

Job Number: EDAS03 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Closed