

Work Study Job Description

Job Title	Human Resources Assistant
Department Name	Health Services
Job Location	Health Sciences Building
Pay Rate	\$10 - \$12
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Christy Sherwood
Phone Number	
Email Address	cmm163@uw.edu
Website	http://depts.washington.edu/hserv/
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Nature of Organization

The Department of Health Services prepares future health practitioners, managers, and researchers to conduct the unfinished work of improving the well-being of communities in the United States and throughout the world.

Duties and Responsibilities

Assist the Department Human Resources Manager in administering a variety of human resource functions such as:

- Create and update electronic and paper records
- Enter data and create spreadsheets
- Draft correspondence
- Document procedures
- Events planning
- Compile leave reports
- Position may provide general administrative support to the Chair's Office.
- Other duties as assigned

Minimum Qualifications

Prior experience working in a professional office environment.
Proficiency with the Microsoft Word, Excel, PowerPoint.
Positive attitude, attention to detail, excellent judgement, and self-discipline.
Strong interest in human resource practices.
Must be available to work afternoons.

Educational Benefits

Gain knowledge of human resource operations within a publicly-funded program. Develop general professional business skills.

How to Apply

Please send cover letter and resume to Christy Sherwood at cmm163@uw.edu

Job Number: HEAS02 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal