

Work Study Job Description

Job Title	Human Resources Assistant
Department Name	Workforce Management Systems Team-UW Medicine Human Resources
Job Location	UW Tower, 7th Floor
Pay Rate	\$12.00 - \$12.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Carolyne Kwek
Phone Number	
Email Address	ckwek@u.washington.edu
Website	
Box Number	359421

Nature of Organization

UW Medicine HR serves the UW Medical Center and Harborview Medical Center, and off-site locations. The Workforce Management Systems Team provides onboarding services for new employees, and facilitates payroll changes for existing employees.

Duties and Responsibilities

Use online recruiting software system to look up and verify new hire information.
Run background checks using online systems.
Assist with onboarding process by entering data and preparing new hire letters and documents.
Update new hire logs and spreadsheets.
Archive and maintain employee files.
Assist WMS Team with general duties.

Minimum Qualifications

1-2 years of clerical work experience OR equivalent education/experience.
Detail-oriented; able to use Microsoft Office, make phone calls, file.

Educational Benefits

Progressive insight into policies and procedures of UW Human Resources; insight and experience in onboarding processes for medical center employment.
Exposure to a university office environment.

How to Apply

Apply via the Work Study/Financial Aid office.

Job Number: MCHR01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal