

Work Study Job Description

Job Title	Student Office Assistant
Department Name	Harborview Medical Center Human Resources
Job Location	Employee Relations Office, 401 Broadway, Suite 2100.
Pay Rate	\$12.00 - \$12.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Ashley Sellers
Phone Number	2067449220
Email Address	ans421@uw.edu
Website	http://www.washington.edu/admin/hr/
Box Number	359715

Nature of Organization

Harborview Medical Center is part of the UW Medicine Health System. Our Employee Relations office serves as the main Human Resources office location for Harborview employees.

Duties and Responsibilities

Main job duties will include reception, copying, filing, faxing, assisting with mail sorting. Reception duties may include greeting and assisting walk-ins, answering a multi-lined telephone and forwarding calls to the appropriate destination. Special projects may be assigned as needed.

Minimum Qualifications

Currently enrolled student eligible for work study. Experience with Microsoft Office programs such as Word, Excel and Outlook. Must be able to communicate effectively in a professional environment, both verbally and in writing. Ability to prioritize and multi-task while maintaining a high standard of work is key. Previous office experience is preferred but not mandatory.

Educational Benefits

Progressive insight into policies and procedures of UW Human Resources; insight and experience in human resources consulting, counseling & leave administration. Exposure to an office environment.

How to Apply

Please submit cover letter and resume as attachments in an email to Ashley Sellers at
ans421@uw.edu

Job Number: HARB01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: State