OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Student Assistant
Department Name	UW Tacoma Office of Student Financial Aid
Job Location	UW Tacoma
Pay Rate	$12.00 - $12.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Kimberly Fee
Phone Number	253 692 4323
Email Address	kdfee@uw.edu
Website	http://www.tacoma.uw.edu/admissions/financial-aid
Box Number	358400

Nature of Organization

UW Tacoma Enrollment Services has an outstanding opportunity for a Student Assistant. This individual will be part of the Office of Student Financial Aid staff, performing a variety of complex clerical assignments.

Duties and Responsibilities

Screen applications and other materials submitted at the front counter for completeness and accuracy;
Utilize a personal computer in a Windows environment to access student information and to schedule appointments for Student Financial Aid staff;
Receive initial comments or concerns from students and forward information to the Financial Aid Counselor or Associate Director of Financial Aid and Veterans Affairs;
Assist the Associate Director of Financial Aid

Minimum Qualifications

Two years of increasingly responsible clerical experience or equivalent education/experience; Candidate must maintain enrollment for duration of appointment; Two years of customer service experience; Demonstrated computer skills utilizing Windows: Word, and Excel databases; Ability to manage multiple tasks; Availability during high volume periods of the typical workday, Monday-Thursday, 8am-5pm.

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
Submit cover letter and resume including three professional references to kdfee@uw.edu

Job Number: TACO22 | Job Class: 0875 | Category: Student Services | 51% Comp. To Classified: y | Program: Federal