

Work Study Job Description

Job Title	Student Assistant
Department Name	Dentistry/Student Life and Admissions, School of Dentistry
Job Location	HSB D 323
Pay Rate	\$10.00 - \$12.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Carol Brown
Phone Number	2066852372
Email Address	ccbrown@uw.edu
Website	http://www.dental.washington.edu
Box Number	356365

Nature of Organization

The Office of Student Life and Admissions in the School of Dentistry is in need of a student assistant. Our unit supports the education related needs of all predoctoral (DDS) and some postdoctoral dental students, approximately 300 total.

Duties and Responsibilities

Office duties include assisting the staff, the manager, and the associate dean with word processing, filing, copying, mail, phones; may assist in updating databases and budget reconciliation; assist with organizational duties for our DDS admissions process including assembling packets; other projects as assigned.

Minimum Qualifications

Must have competency in Microsoft Word & Excel, email, and be able to file numerically and alphabetically. Attention to detail is extremely important and the ability to work with minimum supervision is preferred. This position will work with student records, so the ability to maintain confidentiality is required. We are not able to accept any applicants who are planning to apply for our dental program as this would constitute a conflict of interest.

Educational Benefits

Learn how administrative office work supports various missions of the School of Dentistry and the University of Washington. Obtain experience and training in office procedures and management. Learn to prioritize and organize work and how to work effectively in a team environment. Develop communication skills by working with the public and with diverse groups of students, staff, and faculty.

How to Apply

Email ccbrown@uw.edu. Send a resume or list of qualifications and skills you would bring to job.

Job Number: DENT01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal