

## Work Study Job Description

<b>Job Title</b>	Student Office Assistant
<b>Department Name</b>	Information School - Dean's Office
<b>Job Location</b>	Mary Gates Hall
<b>Pay Rate</b>	\$9.50 - \$11
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Crystal Yost
<b>Phone Number</b>	206-543-4738
<b>Email Address</b>	iapply@uw.edu
<b>Website</b>	<a href="http://ischool.uw.edu/">http://ischool.uw.edu/</a>
<b>Box Number</b>	352840

### Nature of Organization

We are a community of professionals focused on diverse areas of expertise relating to the study of information and its use by people and organizations.

### Duties and Responsibilities

- General office assistance; data entry, filing, photocopying, faxing, etc.
- Answer administrative phone lines, take messages, and direct calls
- Greet and direct School guests and visitors
- Pick up and sort School mail
- Miscellaneous organizational tasks; take inventory and stock supplies
- Assist with special events and projects
- Miscellaneous errands and projects to support the School

### Minimum Qualifications

- Must be available to work Monday through Friday from 11:30am to 1:30pm
- Strong attention to detail and excellent organizational skills
- Professional, positive manner
- Must enjoy working and interacting with diverse faculty, staff and student populations
- Ability to work well both independently and as a member of a small team
- Strong customer service
- Work well under deadlines
- Microsoft Office proficient and able to type 40 wpm

### **Educational Benefits**

- Experience with state of the art computer systems
- Experience with office procedures, tasks, and activities
- Opportunity to develop professional skills

### **How to Apply**

Send cover letter & resume to [iapply@uw.edu](mailto:iapply@uw.edu) with "Dean's Office" in the subject line.

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Job Number: INFS09 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal