

Work Study Job Description

Job Title	EE Office Assistant
Department Name	Dept. of Electrical Engineering
Job Location	PAC AE 100, 185 Stevens Way, Seattle, WA 98195-2500
Pay Rate	\$11.00 - \$12.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Brenda Larson
Phone Number	206-616-1351
Email Address	brenda16@uw.edu
Website	http://www.ee.washington.edu
Box Number	352500

Nature of Organization

In the Dept. of Electrical Engineering, we strive for excellence in education through cutting edge research. We provide stellar BSEE, MSEE, PhD programs that fully prepare students to enter the workforce and address today's most pressing issues.

Duties and Responsibilities

- Coordinate calendars and scheduling of appointments for advisers.
- Answer phones, emails and in person questions/requests
- Perform basic office duties such as filing, copying and faxing and keeping paper/toner stocked and copiers/fax/printers operational.
- Keep reception desk, workrooms, main office reception area clean & tidy.
- Reserve, check-out and check-in EE department conference rooms and equipment.
- Accept packages from UPS/DHL/FedEx--log into book, and send an e-mail to the recipient informing them that their package has arrived.
- Maintain supplies, informational handouts, forms, petitions, etc. Update printed and web-based information as necessary.
- Mail pick-up/drop off

Minimum Qualifications

Excellent oral and written communication skills. Strong organizational skills and attention to detail. Demonstrated ability to effectively interact with faculty, staff and students, including ability to work as an effective team member. Ability to interact with people from diverse backgrounds. Working knowledge of computer applications such as email and Microsoft Office, including Word, Excel, Access and Outlook, or equivalent.

Educational Benefits

Gain experience working in office setting with UW faculty, staff and students. Exercise and develop organizational skills. Develop computer and software skills.

How to Apply

Please email resume to Brenda Larson at brenda@ee.washington.edu.

Job Number: EENG03 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal