OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Office Assistant
Department Name	Psychology
Job Location	Guthrie Hall
Pay Rate	$10 - $12
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Kelly Thompson
Phone Number	206-543-5834
Email Address	kelly3@uw.edu
Website	http://blogs.uw.edu/dorsey2/
Box Number	351525

Nature of Organization

University of Washington
Department of Psychology
Dr. Shannon Dorsey

Duties and Responsibilities

Under direct supervision, the work study office assistant will support faculty and office operations, perform clerical duties such as scheduling appointments, filing documents, copying materials, doing computer data entry, assisting with mailings and other materials.
TYPICAL WORK

•Sort and file documents by predetermined categories; maintain files and records;
•Receive, sort, and distribute mail, messages, records, office supplies and other materials;
•Post information to various departmental, financial or other records according to established procedures and standards; tabulate and post report forms;
•Operate office equipment such as computer/word processor, typewriter, calculator, and copy machine;
•Keyboard/type office forms, envelopes, labels and index tabs;
•May proofread material and identify areas needing corrections;
•Perform related duties as required.

Minimum Qualifications

Basic Knowledge of software applications including proficiency using MS Office(Outlook, Word, Excel & Access); experience with outlook and google calendars; proofreading, editing, filing skills
Educational Benefits
Student will learn how to manage several calendaring systems as well as how to support the operations of, and adhere to the administrative guidelines of, a federal grant.
How to Apply
Contact Program Manager: Kelly Thompson kelly3@uw.edu 206-543-5834

Job Number: PSYC07 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Closed