

Work Study Job Description

Job Title	Student Office Assistant
Department Name	Academic Affairs, Dean of Medicine
Job Location	A-300, Health Sciences
Pay Rate	\$11.00 - \$14.00
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Jonas Louie
Phone Number	206-685-7011
Email Address	jnl@uw.edu
Website	http://www.uwmedicine.org/Education/Graduate-Medical-Education
Box Number	356340

Nature of Organization

The Academic Affairs division of the UW SoM Dean's Office is responsible for leading, coordinating, and administering the medical education process for our medical students. Clinical education is carried out throughout the five WWAMI States.

Duties and Responsibilities

Perform office support tasks in support tasks, such as, filing, making copies, bulk scanning, data entry, budget reconciliation, word processing, faxing, shredding, run errands, and assist the Academic Affairs Administration team with any related duties as assigned.

Minimum Qualifications

Ability to handle multiple task at a time.
Independently prioritize work.
Excellent organizational skills and attention to detail.
Knowledge with Microsoft Word and Excel.
Familiar with using copier, scanner, fax, and projector.

Educational Benefits

Gain experience in a Medical School setting.
Learn medical terminology.
Exposure to office operations and fiscal management.

How to Apply

Email resume and reason for your interest to:
Jonas Louie, jinl@uw.edu

Job Number: MEDI02 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal