

Work Study Job Description

Job Title	Student Assitant
Department Name	Department of History
Job Location	Smith Hall 315
Pay Rate	\$10.00 - \$13.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Brendon Lee
Phone Number	206-543-2375
Email Address	blee@uw.edu
Website	http://depts.washington.edu/history/
Box Number	353560

Nature of Organization

The Department of History main office supports and services the department's visitors, guests, students, staff, and faculty.

Duties and Responsibilities

Photocopy and collate material;
Sort and file documents; maintain files and records;
Answer telephones; following clearly established guidelines, answer routine questions; receive and refer visitors;
Receive, sort, and distribute mail, messages, records, office supplies and other materials;
Operate office equipment such as computer, scanner, and copy machine;
Assist with hardware and software troubleshooting
Create envelopes, labels and index tabs;
Other duties as assigned

Minimum Qualifications

- Professional and courteous
- Experience with Microsoft Office Suite: Word, Excel, and PowerPoint

Educational Benefits

Student will have the opportunity to develop skills in the field of office management. Student will be exposed to learning University business practice and processes. Student will have the chance to learn more about functions within a departments's administrative office.

How to Apply

Please email Brendon Lee at blee@uw.edu.

Job Number: HIST01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal