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

Work Study Job Description

Job Title	Student Office Assistant
Department Name	Environmental Health and Safety
Job Location	Hall Health Center
Pay Rate	$12 - $12
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Alison Loerke
Phone Number	206-616-5520
Email Address	ehsadmin@uw.edu
Website	http://www.ehs.washington.edu/pso/index.shtm
Box Number	354400

Nature of Organization

EH&S is responsible for addressing environmental issues in order to provide a safe educational and work place on the UW campus. Please see our website at www.ehs.washington.edu for further details about the diverse services we provide this community.

Duties and Responsibilities

Duties will include answering phones, sorting mail, filing documents, making copies, sending faxes, running errands, and assisting with special projects as assigned.

Minimum Qualifications

- excellent customer service skills
- excellent organizational skills
- mature, reliable, responsible, professional individual
- accuracy and attention to detail
- experience working in an office a plus
- proficient with MS Office suite (Word, Outlook, PowerPoint, Visio, Excel)

Educational Benefits

Educational benefits include the opportunity to work with and assist professionals in the department's five sections: Building & Fire Safety, Campus Health Services, Environmental Programs, Radiation Safety, and Research & Occupational Safety.
How to Apply
To apply please provide your resume and a copy of your Job Referral form from the UW Work Study Office. Applications can be sent via campus mail or dropped off in person to Alison Loerke, 201 Hall Health, Box 354400, 206-616-5520. Alternatively you may email your resume to ehsadmin@uw.edu.

Job Number: ENHS03 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Closed