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

Work Study Job Description

Job Title	Student Assistant Admissions
Department Name	UW Bothell Enrollment Mgmt
Job Location	University of Washington Bothell
Pay Rate	$10 - $13
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Keiko Miyamoto
Phone Number	425-352-5319
Email Address	kmiyamoto@uwb.edu
Website	www.uwb.edu
Box Number	358500

Nature of Organization
The Division of Enrollment Management is the front door of the University of Washington Bothell. The department consists of service units including, admissions, registration, Financial Aid, Operations (Welcome Desk), and prospective student advising
Duties and Responsibilities
Duties include; data entry, filing, answering phones, making copies, customer service, general office work, and other duties as assigned. We are looking for a person who is organized, has strong computer and problem solving skills and is detail oriented. Student must be punctual and dedicated. We are the front door to the campus. Excellent communication and Customer service skills are essential.
Minimum Qualifications
Requires the ability to work with diverse populations and the public, and provide excellent customer service. Needs to be familiar with computers, be able to take directions for detailed work, and work as a team. Attention to accuracy and detail is critical. Basic knowledge of copiers and office equipment. Communication and phone skills and etiquette are essential, since we answer all incoming calls to the University. Must be able to stay on task and be punctual.
Educational Benefits

Working within a professional team environment. Learn office skills and university procedure and policy. Experience within in the higher-education system. Working with computer databases and the public.
How to Apply
Forward your resume and class schedule to kmiyamoto@uwb.edu.

Job Number: BOTH12 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Closed