OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

# Work Study Job Description

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| **Job Title** | Office Assistant |
| **Department Name** | Architecture, IDL |
| **Job Location** | 1501 East Madison (Center for Integrated Design at the Bullitt Center) |
| **Pay Rate** | $12.00 - $12.00 |
| **Employment Period** | Summer, Academic Year |
| **Hours Per Week** | Up to 40 hrs/wk, 19 hrs/wk |
| **Contact Supervisor** | Linnea Kretz |
| **Phone Number** | 206-616-7966 |
| **Email Address** | linneak@uw.edu |
| **Website** | http://idlseattle.com/ |
| **Box Number** | 355720 |

| **Nature of Organization** |
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| The Integrated Design lab (IDL) is a self-supporting University of Washington service to the building industry. |
| **Duties and Responsibilities** |
| Center for Integrated Design reception:<br>Monitor the entry and exhibit space during office hours (8am 5pm).<br>Greet visitors to the Center for Integrated Design and direct them to public spaces in the building and/or to other locations within the Bullitt Center appropriate to their destination.<br>Manage guest sign in registry and track whos visiting the building.<br>Be prepared to answer basic questions about the Center for Integrated Design, the Discovery Commons and the Integrated Design Lab.<br>Keep a log of questions asked.<br>Professional attire required.<br>Must be able to work a minimum of 4 continuous hours for all hours worked.<br><br>Office duties as assigned by Program Coordinator: i.e. answer phones, photocopy, data entry, post flyers |
| **Minimum Qualifications** |
| Must be proficient in MS Office and be willing to learn new computer skills as needed. Flexibility and a sense of humor are appreciated. |

| Educational Benefits |
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| Will gain organizational and interpersonal skills, office experience, and will become familiar with UW operations. Will learn about the basics of integrated design in the field of architecture. |
| **How to Apply** |
| Email a resume and cover letter to Linnea Kretz at linneak@uw.edu |

Job Number: ARCH09 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y | Program: Federal