

Work Study Job Description

Job Title	Student Office Assistant
Department Name	Math Science Upward Bound
Job Location	Schmitz Hall
Pay Rate	\$10 - \$14
Employment Period	Summer
Hours Per Week	19 hrs/wk
Contact Supervisor	Dave Wolczyk
Phone Number	206-543-9288
Email Address	dwolczyk@uw.edu
Website	http://www.uwmsub.org
Box Number	355845

Nature of Organization

UW Math Science Upward Bound (MSUB) is an OMAD outreach program that helps low-income and potential first generation college students excel in high school, get accepted to college, and graduate with a STEM degree.

Duties and Responsibilities

MSUB is looking for a Student Office Assistant to assist with program activities, office projects and communication with students and staff; print, copy, and compile instructional materials for classes; assist in record keeping, data entry, and documentation; and perform general office and other duties as necessary. The Office Assistant may also chaperone students on educational field trips; take photos and videos of program events; help transport, set up, and secure our portable laptop computer lab; and provide basic technical support to students and staff in using computers, applications, and printers. Requires lifting 50 lbs to help transport portable computer lab.

Minimum Qualifications

Criminal background check will be required. Requires the ability to work independently on a range of projects with a minimum of direction, as well as being able to work with a diverse group as part of a team. Requires good organizational skills and an attention to detail. Proficiency in MS Office applications required; experience with databases preferred.

Educational Benefits

MSUB is a high-energy learning environment with a supportive working atmosphere. You will gain experience in working with students and staff in a wide variety of program activities. You will also get to work on a range of projects and learn about the latest instructional tools and improve your problem solving, computer, and A/V skills. Those interested in teaching will get to observe a wide array of teaching formats and outreach activities.

How to Apply

To apply, please send a resume or CV to dwolczyk@uw.edu.

Job Number: MINA19 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal