OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Student Office Assistant, Central Team and Front Desk
Department Name	Bothell Campus School of Business
Job Location	UW Bothell; UW1-381
Pay Rate	$13.00 - $13.00
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Rachel Phillips
Phone Number	425-352-5339
Email Address	rphillips@uwb.edu
Website	http://www.uwb.edu/business
Box Number	358533

Nature of Organization
The School of Business office is the main office supporting students that are enrolled into the School of Business and the undergraduate program. It is the hub for all information and services related to the undergraduate program in business at UW Bothell.
Duties and Responsibilities
Assisting with the front desk and central team, this position will help with answering School of Business main phone line, scheduling advising appointments, faculty support with course evaluations and requests, event support, communication with prospective and current students, and general office duties as needed. Assist with clerical duties in the School of Business such as; filing documents, making copies, and operating office equipment such as computer, copier, scanner, and fax machines. Assist staff and faculty with various projects, some of which may include working with confidential information. Perform data entry tasks and create reports/documents utilizing Microsoft Word and Excel.
Minimum Qualifications
Previous reception or customer service experience or experience in an office environment. Ability to work effectively with diverse teams/people. Strong attention to detail, professional work ethic that has demonstrated clear results, solid organizational skills, the ability to adapt well and multi-task in fast-paced environments. Accountable, competent individual with excellent verbal and written communication skills that is comfortable interacting with the public; in person, on the phone and via email. Experience using a Windows platform; working knowledge of Microsoft Office Suite (Word, Access, Excel, etc.)

Educational Benefits
Work within a professional team environment. Learn basic office skills and knowledge and ability to gain practical work experience in customer service and office administration. Work Study option available.
How to Apply
Please email resume to Rachel Phillips, rphillips@uwb.edu, with "Student Assistant" in subject line.

Job Number: BOTH15 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y | Program: State