OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Hourly Student Office Assistant- Office of Student Services
Department Name	Information School
Job Location	UW Information School, Mary Gates Hall
Pay Rate	$11 - $13.26
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Angela Peterson
Phone Number	206-543-4738
Email Address	peter164@uw.edu
Website	https://ischool.uw.edu/about/jobs
Box Number	354985

Nature of Organization

As a leading member of the iSchool movement, the UW is a model for other information schools around the globe. The UW iSchool's approach to information instruction and scholarship builds on the traditional roles filled by information professionals and infuses this with a strong emphasis on the technologies through which information is increasingly delivered. By tackling key social and technical problems in the information field, the iSchool has become an important link between users of information and designers of information systems, connecting society with the information it needs. The iSchool Student Services team is looking for a UW student to provide general office assistance in the areas listed below. This position will average 15 hours per week.

Duties and Responsibilities

Reception coverage (answering phones, greeting/directing walk-in traffic)
Photo-copying and scanning
Database management
Processing program application materials
Responding to email inquiries
Producing stock letters using mail merge Monitoring/Restocking supplies
Proofreading, Filing
Providing assistance for event preparation
Running occasional errands on campus
Other duties as assigned

Minimum Qualifications

Experience in Microsoft Office (specifically Excel, Word and Access) and email required
Must be highly organized, punctual, and reliable
Able to work as a team member and independently
Good written and verbal communication skills
Detail-oriented
Able to multi-task and/or prioritize multiple tasks
Desired Qualifications
Prior office and/or customer service experience

Educational Benefits

This position is open to all University of Washington students, both Undergraduate and Graduate. This position is not benefits-eligible. Questions should be directed to Angela Peterson, HR Coordinator, peter164@uw.edu or 206-543-4738.

How to Apply

To apply 1. Please include a cover letter describing your skills, experiences relevant to the position, and what day you are available to start working. 2. Attach a current resume that includes your work history and academic accomplishments. 3. If you have a workstudy award, please attach a pdf of your workstudy award. iSchool students, please submit all application materials via iCareers and search for job number 1607. Non-Information School students can apply through Husky Jobs and search for job #81387. Please submit all application materials no later than Thursday, August 7, 2014 to be considered for this position. All candidates will be contacted within two weeks of closing date.

Job Number: INFS05 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y | Program: Federal