

Work Study Job Description

Job Title	Information Managment Intern
Department Name	Registrar UW Seattle Campus
Job Location	Schmitz Hall 2nd Floor-Registrar
Pay Rate	\$12.00 - \$14.00
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	David Adams
Phone Number	
Email Address	adamsd3@uw.edu
Website	http://depts.washington.edu/registra/abo
Box Number	355850

Nature of Organization
Enrollment Services/Office of the Registrar
Duties and Responsibilities
Assist computer technicians in installation of hardware and software for Enrollment Services. Work with staff in maintaining internal Access databases other duties and projects as assigned by the Senior Computer Specialist.
Minimum Qualifications
Previous experience with computer hardware and software preferred; as well as knowledge of PCs and Operating Systems. Ability to work with people and little supervision. Experience with database a plus.
Educational Benefits
Gain valuable hands on experience with computer hardware, software, data management, tech troubleshooting. Learn to work in a fast paced higher education Information Management setting
How to Apply
Job is only available to students with workstudy awards 2013-2014. Email David at adamsd3@uw.edu