OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Work Study Assistant
Department Name	UW Tacoma Urban Studies Program
Job Location	UW Tacoma
Pay Rate	$11.00 - $11.00
Employment Period	Summer
Hours Per Week	40 hrs/wk
Contact Supervisor	Julia Smith
Phone Number	2-4527
Email Address	jbsmith@uw.edu
Website	www.tacoma.washington.edu/urban_studies
Box Number	358437

Nature of Organization
Assist with the overall administrative duties in the Urban Studies office at the University of Washington Tacoma.
Duties and Responsibilities
Welcome students. Answer general questions about Urban Studies and UW Tacoma for prospective, new, and current students. Occasionally assist faculty and staff with special projects. Perform basic office duties answer multi-line phones, distribute mail, data entry, word processing and filing.
Minimum Qualifications

A friendly, positive, professional demeanor

Able to listen, assess, and make appropriate referrals

Familiarity with Microsoft applications (Word & Excel)

Must be reliable, exercise good judgment, and be able to respect confidential issues

Able to follow through on projects and be attentive to detail

Work Study eligible: Work Study is part of financial aid award. Please check with the UWT Financial Aid office for more details and to confirm eligibility.

Educational Benefits

This is an ideal opportunity for a student who enjoys working in a college environment and/or wishes to gain some work experience in higher education.

How to Apply

Please forward cover letter and resume to the Urban Studies Porgram office: uwturban@uw.edu, GWP 407

Job Number: TACO14 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y | Program: Federal