

Work Study Job Description

Job Title	Student Administrative Assistant
Department Name	UW School of Art
Job Location	102 Art Building
Pay Rate	\$ - \$10.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Wilma Boyd
Phone Number	206-685-2772
Email Address	wboydsea@uw.edu
Website	http://www.washington.edu/students/osfa/
Box Number	353440

Nature of Organization

School of Art has 3 divisions - Art, Art History, Design

Duties and Responsibilities

Assist permanent administrative and fiscal (payroll, personnel, purchasing, reconciliation) staff in the School of Art main office, including:

Word processing and data entry, completing standard forms and reports based on existing examples and procedures;

Emailing and making phone calls in support of administrative functions;

Running errands to other offices in the School and across campus;

Filing, photocopying, mailing, posting of notices, shredding;

Maintaining conference rooms and common areas;

Restocking supplies for shared copy machines, printers, fax machine.

May assist in maintaining accurate equipment and supplies inventories.

May assist in budget reconciliation

Minimum Qualifications

- * Ability to deal with the general public, staff, faculty, and students in an efficient and pleasant manner.
- * Ability to work autonomously, with responsibility for organization of own duties.
- * Ability to use own judgement in accomplishing assigned tasks.
- * Attention to detail.
- * Reliability/dependability/some schedule flexibility during Monday-Friday daytime hours.

Desired:

- * Ability to modify electronic forms using publishing apps such as Adobe Acrobat.
- * Art major

Educational Benefits

- * First hand knowledge of fiscal and administrative functions in a large academic unit.
- * Gain organizational skills for performing in a high-volume environment.
- * Build background knowledge of art and art history through tasks and contact with staff, faculty and students.

How to Apply

Apply with resume to:
Wilma Boyd, Budget/Fiscal Analyst
wboydsea@uw.edu
206-685-2772

Job Number: ARTS04 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal