OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Fiscal Student Assistant
Department Name	Dept of Psychiatry & Behavioral Scie
Job Location	1100 NE 45th Street, Suite 300, Seattle,
Pay Rate	$10 - $11
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Trinh Vo
Phone Number	206-685-4931
Email Address	trinh26@uw.edu
Website	
Box Number	354944

Nature of Organization
Working with Financial and administrative support group in the Center for the Study of Health & Risk Behaviors, department of Psychiatry & Behavioral Sciences.
Duties and Responsibilities
- Provide office support. Photocopy, collate, scan and fax documents. - Courier materials to and from locations around campus. - Complete various word processing tasks, including data entry, correspondence, spreadsheets, etc. - Assist with records management. File paper documents and set up new files. Enter data into databases. - Assist with tracking inventory and insuring equipment. - Assist with budget maintenance, reconciliation and help with internal auditing. - Update data in Weekly Update Database - Work independently and collaboratively in an interdependent, team environment - Other duties as assigned.
Minimum Qualifications

- Ability to answer phone calls, take messages, or direct calls.
- Ability to work with diverse clientele.
- Ability to work independently and as a member of a team.
- Ability to be self-motivated in completing work and meeting deadlines.
- Excellent organizational skills and attention to detail.
- Ability to proofread and edit documents with accuracy.
- Ability to perform basic math calculations with accuracy.
- Advanced computer skills using Word, Excel, web, email.

Educational Benefits

Gaining hand-on experience while working in a fast-paced financial office environment, especially beneficial for the students from business school or those to want to aquire fiscal/financial knowledge.

How to Apply

email resumes to contact info listed above

Job Number: PBSC13 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Closed