

Work Study Job Description

Job Title	Program Assistant
Department Name	Environmental Health and Safety
Job Location	406 Hall Health Center
Pay Rate	\$11.00 - \$
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Anne Tschider
Phone Number	
Email Address	avanv@uw.edu
Website	
Box Number	354400

Nature of Organization

Our mission is to promote a safe, productive environment for everyone learning and working at the university.

Duties and Responsibilities

The student program assistant would help support the efforts of our office. Main duties include working with MS Access databases, various forms of data entry, word processing with MS Word, creating Excel spreadsheets, and general photocopying, mailing, and filing. Web/HTML skills a plus. Additional tasks may include: assist fire safety professionals with RA fire safety and fire extinguisher training, distribute and place new Emergency Procedure posters, distribute and place "Fire Safety" posters, assist with restructuring of the Fire Safety Survey schedule, assist with an FDC project that ensures all FDC's are labeled correctly, update/confirm changes for the Emergency Response Map, taking pictures for updates to the Web site & training materials, inventory evacuation maps, inventory EEOP's and fire drill records, other misc. office work and safety program assistance as needed. Requires lifting of 30 lbs.

Minimum Qualifications

One year of prior office experience using Microsoft Office, specifically Word, Access, and Excel. Someone who is self-motivated, enthusiastic, and has a developed habit of being present, that is, staying focused on the task at hand and paying attention to detail, and dependability are all musts.

Educational Benefits

How to Apply

Email your resume, including relevant work experience, to Anne Tschider at avanv@uw.edu.

Job Number: ENHS06 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal