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

Work Study Job Description

Job Title	Student Assistant
Department Name	College of Education
Job Location	Miller Hall
Pay Rate	$10 - $11
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Bernadette Dwyer
Phone Number	
Email Address	dwyer@uw.edu
Website	http://education.washington.edu/
Box Number	353600

Nature of Organization

Duties and Responsibilities

Administrative duties include reception, data entry, filing and other clerical support. Specifically involves working in the following areas:

•Assisting with classroom setup
•Event planning: menus/catering, venue reservations, confirmations & follow-up
•Updating student databases
•Correspondence, including mail merges & mail preparation
•Processing application and certification files
•Preparing & updating bulletin boards
•Compiling evaluation summaries
•Other administrative duties as assigned

Minimum Qualifications

Minimum Qualifications: Must enjoy working and interacting with diverse student populations; ability to work well both as a member of a small team and independently; willingness to learn and follow through with a variety of projects; ability to work well under deadlines; provide support to students, faculty and public; Attention to detail and excellent attendance a must.

Skills Required: Good problem-solving skills; good writing and communication skills; proficiency with MS Office: Word and basic Excel; using the Internet to search for information.

Desirable: Currently enrolled UW student and eligible for work-study (but not required). Experience maintaining websites; basic knowledge of Adobe Photoshop; familiarity with UW venues and event planning; experience using databases.

Educational Benefits

Exposure to two dynamic programs that prepare experienced teachers and administrators for leadership in principal and superintendent roles in K-12 schools.

How to Apply

Email resume to Brieanne Hull, bmc83@uw.edu

Job Number: EDUC11 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Open