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

Work Study Job Description

Job Title	Student Assistant
Department Name	Law Library - Technical Services
Job Location	William H Gates Hall
Pay Rate	$9.19 - $
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Craig Morley
Phone Number	543-7686
Email Address	cmorley@uw.edu
Website	
Box Number	353025

Nature of Organization
The Law Library serves the School of Law faculty, students, staff, and visiting scholars, as well as other members of the university community, the bar, and the general public.
Duties and Responsibilities
There are two primary tasks you would be performing. Each requires a high degree of concentration combined with attention to detail and a great deal of repetition. The ability to maintain your focus for prolonged periods of time is the key to succeeding in this job. 1.Processing various library materials (property stamping, printing and applying spine labels, inserting security strips, etc.) 2.Filing updated loose-leaf pages in binders (and removing superseded pages).
Minimum Qualifications
Educational Benefits
Exposure to various legal materials while learning law-related nomenclature and unique library-centric computer programs.
How to Apply
Submit your resume as an attachment in an email to Craig Morley cmorley@u.washington.edu

Job Number: LLIB05 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Closed