

Work Study Job Description

Job Title	Student Assistant
Department Name	Law Library - Administration
Job Location	William H Gates Hall
Pay Rate	\$9.19 - \$
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Jonathan Franklin
Phone Number	543-4089
Email Address	jafrank@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

Distribute internal law school/library mail.
 Post and remove signs/calendars.
 Make photocopies.
 Fax documents.
 Scan documents and photos.
 Run local errands on and off campus.
 Prepare mailings and shipping, including weekly CILP.
 Update online database and website.
 Assist in maintaining paper files.
 Assist in setup/cleanup of special events.
 Assist in special projects.

Minimum Qualifications

At least one year work experience (paid or volunteer).
 Ability to follow directions and work independently.
 Ability to work with people.

Educational Benefits

The Admin Student Assistant will become familiar with how a UW administrative unit is organized and functions day to day. S/he will use many software programs and develop understanding for how they are used in support of an administrative office.

How to Apply

Send resume to Jonathan Franklin at jafrank@uw.edu.

Job Number: LLIB03 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal