

Work Study Job Description

Job Title	Student Administrative Support
Department Name	OMAD - Instructional Center
Job Location	1307 NE 40th Street
Pay Rate	\$11.00 - \$11.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Regina Hall-Washin
Phone Number	206-543-4240
Email Address	ic@u.washington.edu
Website	ic@u.washington.edu
Box Number	355650

Nature of Organization

Instructional Center a program of the Office of Minority Affairs & Diversity

Duties and Responsibilities

The Student Admin Assistant is the initial contact for diverse groups of students, faculty and visitors who come to the Instructional Center (IC). Therefore, there is a responsibility to maintain a professional atmosphere at the front desk at all times.

*Understand IC Student Referral process.

* Interpreting the applying IC policitey to registration process, giving accurate referral information to students who request to use the center.

*Adminsistering the math plcement test and have some knowledge of UW math courses.

*Handling multiple phone lines, filing, multi-tasking and various assigned. projects

*Having the ability to use independent judgement to make necessary decisions

Minimum Qualifications

The position requires versatility with strong interpersonal skills and 6 months experience in clerical duties such as typing (50)wpm, Excel, MSWord, and heavy reception work. Must be able to work independently under pressure.

Educational Benefits

This position provides students with a valuable opportunity to become familiar with gathering and compiling information to be used for statistical data reports. Familiarize the support staff with working in a multi-task office environment.

How to Apply

Stop by the Instructional Center @ 1307 NE 40th Street, ask to speak to Geena Hall or Barry Minai.

Job Number: MINA08 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal