OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Public Health Administrative Assistant
Organization Name	Public Health - Seattle and King County
Job Location	Downtown Seattle
Address	401 5th Avenue Seattle WA 98104
Pay Rate	$13.65 - $17.31
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Hollie Alejandria
Phone Number	(206) 263-87
Email Address	hollie.alejandria@kingcounty.gov
Website	http://www.kingcounty.gov/healthservices/health.aspx

Nature of Organization

Public Health - Seattle & King County (Public Health) works to protect and improve the health and well-being of all people in King County as measured by increasing the number of healthy years that people live and eliminating health disparities.

Duties and Responsibilities

Duties will vary depending on the location and program. Typical duties include general office support, including the use of Microsoft programs for word processing, data entry, and email communication; conducting literature searches and organizing literature; logging data and maintaining spreadsheets; filing, copying, and organizing materials and supplies; archiving records; assisting with logistics and inventory; front desk duties; answering phones and greeting customers; assembling promotional packets; and other administrative duties as assigned. Students will learn the administrative side of public sector, local government work and gain practical work experience while acquiring valuable insight to the services Public Health provides to the community.

Minimum Qualifications

Students should have basic skills and entry level experience with Microsoft Word, Excel, and Outlook, as these programs are widely used at Public Health; have basic math skills; the ability to file alpha and numerically; and have the ability to work with diverse people, follow directions, and work well independently.

Educational Benefits

Students will learn the administrative side of public sector/local government work and gain practical work experience while acquiring valuable insight to the services Public Health provides to the community. Will Gain an understanding of standards, compliance, policies, and risk management; gain the ability to research, synthesize, and integrate laws and regulations with business activities; understand and demonstrate confidentiality of sensitive information.
How to Apply
E-mail a resume and Work Study eligibility to hollie.alejandria@kingcounty.gov

Job Number: 60KCPH02 | Category: | Program: | Reimbursement Rate: 60%