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

Work Study Job Description

Job Title	Office Assistant
Department Name	Housing & Food Services
Job Location	Various on UW Campus
Pay Rate	$9.19 - $12.00
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Ryan Jones
Phone Number	206-616-2843
Email Address	hfsjobs@uw.edu
Website	http://www.hfs.washington.edu/
Box Number	354551

Nature of Organization

Housing & Food Services provides housing, dining and conference services to students, staff, faculty & visitors to the UW campus. Office Assistants perform a wide range of support and services.

Duties and Responsibilities

Examples of typical work:

•receive visitors and direct them to the relevant person or area.
•Schedule meetings
•Resolve or refer concerns and complaints in reference to Housing & Food Services issues.
•Photocopy and collate material.
•Sort and file documents according to predetermined categories; maintain files and records

Minimum Qualifications

•Prior office or customer service experience.
•Familiarity with computer systems is required; experience with the Microsoft Office Suite and SharePoint is preferred.
•This position requires good judgment, motivation, self-starting abilities, energy, commitment, self-discipline, and knowledge of campus resources.

Educational Benefits

Gaining knowledge of business operations. Learning higher levels of customer service. Problem solving and other related employee skills. Specifics depend on where the position is located, i.e., Human Resources, Communications/Marketing, Facilities, Student & Financial Services.
How to Apply
Go to www.hfs.washington.edu/abouthfs/studentjobs

Job Number: HOFS04 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Open