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

Work Study Job Description

Job Title	Student Assistant
Department Name	School of Public Health Office of the Dean: Public Health Major
Job Location	Health Sciences F-346B
Pay Rate	$10.00 - $12.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Susan Inman
Phone Number	206-221-4440
Email Address	susani@uw.edu
Website	http://sph.washington.edu/uph/
Box Number	357230

Nature of Organization

This position works with the Public Health Major on the day-to-day tasks associated with a successful student experience. The student assistant has involvement with students, staff, and faculty in supporting the program office.

Duties and Responsibilities

• Schedule appointments and meetings
• Maintain records and files, record statistical information, prepare reports
• Assist with maintenance of website, listserv, blog
• Perform variety of intermediate processing and computer tasks using Word, Excel, and Access, and/or PowerPoint
• Support processing of undergraduate program admission applications
• Basic office duties: data entry, make copies, filing, word processing
• Other duties as assigned

Minimum Qualifications

• Excellent communication skills including a friendly and positive demeanor.
• Able to follow through on projects and be attentive to detail.
• Experience with Microsoft Suite (Access, Excel, Publisher, PowerPoint, Word).
• Ability and flexibility to work in a team environment.
• Ability to interact with students, staff, and faculty from diverse backgrounds as well as listen, assess and make appropriate referrals.

Educational Benefits
Exposure to fast paced advising office in popular health sciences major. This position provides access to learn and network within the School of Public Health and is ideal for a student who enjoys working in a college environment and/or wishes to gain work experience in higher education.
How to Apply
Send resume & letter of interest to phmajor@uw.edu with Work Study: Your Name in the subject line.

Job Number: PHEA01 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Closed