

## Work Study Job Description

<b>Job Title</b>	Student Assistant
<b>Department Name</b>	School of Public Health Office of the Dean: Public Health Major
<b>Job Location</b>	Health Sciences F-332
<b>Pay Rate</b>	\$10.00 - \$12.00
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Susan Inman
<b>Phone Number</b>	206-221-4440
<b>Email Address</b>	susani@uw.edu
<b>Website</b>	<a href="http://sph.washington.edu/uph/">http://sph.washington.edu/uph/</a>
<b>Box Number</b>	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](mailto:phmajor@uw.edu) with Work Study: Your Name in the subject line.

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Job Number: PHEA01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal