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

Work Study Job Description

Job Title	Student Assistant
Department Name	Biobehavioral Nursing & Health Systems, School of Nursing
Job Location	Health Sciences Bldg., T617
Pay Rate	$12.50 - $12.50
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Patricia Humphrey
Phone Number	206-616-5120
Email Address	path@uw.edu
Website	http://nursing.uw.edu/departments/bnhs/biobehavioral-nursing-health-systems-bnhs
Box Number	357266

Nature of Organization
To advance biobehavioral nursing science and health informatics through research, education, practice and service.
Duties and Responsibilities
This position will work within the BNHS Post Award team and assist with daily fiscal operations. Duties range from routine photocopying,.pdf conversion, scanning, faxing and filing to more complex tasks such as processing reimbursements, budget reconciliation, SharePoint, eTravel, eProcurement including but not limited to: data entry, computer support and advanced record management. Assignment of specific duties will vary with skill and commitment. Must be able to work independently and pro-actively, prioritize work, communicate well with team members and initiate action as required to meet deadlines.
Minimum Qualifications
Must be able to balance competing demands. Excellent attention to detail including proofreading, editing, organizational and filing skills. Experience with MS Office software including Word, PowerPoint, Access and Excel desired. EndNote and SharePoint experience preferred. Experience with UW Financial systems, eProceurement and eTravel preferred.
Educational Benefits

This position will provide excellent work training as well as exposure to fiscal processes in a biobehavioral research/training environment. Learn or observe steps that are needed to monitor post award grants. Gain knowledge of UW systems. Gain knowledge of fiscal compliance and complex archiving procedures. Knowledge of research/training grants and budgets. Work in a team environment.
How to Apply
Please send your resume to Patricia Humphrey at path@uw.edu.

Job Number: BNHS13 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Open