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

Work Study Job Description

Job Title	Student Office Assistant
Department Name	Information School - Dean's Office
Job Location	Mary Gates Hall
Pay Rate	$9.50 - $11
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Crystal Yost
Phone Number	206-543-4738
Email Address	iapply@uw.edu
Website	http://ischool.uw.edu/
Box Number	352840

Nature of Organization
We are a community of professionals focused on diverse areas of expertise relating to the study of information and its use by people and organizations.
Duties and Responsibilities
• General office assistance; data entry, filing, photocopying, faxing, etc. • Answer administrative phone lines, take messages, and direct calls • Greet and direct School guests and visitors • Pick up and sort School mail • Miscellaneous organizational tasks; take inventory and stock supplies • Assist with special events and projects • Miscellaneous errands and projects to support the School
Minimum Qualifications

• Must be available to work Monday through Friday from 11:30am to 1:30pm
• Strong attention to detail and excellent organizational skills
• Professional, positive manner
• Must enjoy working and interacting with diverse faculty, staff and student populations
• Ability to work well both independently and as a member of a small team
• Strong customer service
• Work well under deadlines
• Microsoft Office proficient and able to type 40 wpm

Educational Benefits

•Experience with state of the art computer systems
•Experience with office procedures, tasks, and activities
•Opportunity to develop professional skills

How to Apply

Send cover letter & resume to iapply@uw.edu with "Dean's Office" in the subject line.

Job Number: INFS09 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Closed