Duties and Responsibilities:
Undergraduate Education seeks a self-motivated, cheerful, responsible, and reliable part time office assistant. The job supports the work of the Program Assistant by performing front desk reception and clerical functions as well as assisting with other department needs as specified.

Tasks include:

- Covering shifts at the front desk
- Assisting with research and data entry projects related to educational programs
- Answering the front office phone, recording messages and transferring callers as needed
- Monitoring and responding to the departmental email
- Scheduling students for placement tests and assisting proctor with group tests
- Regularly maintain, update and post to departmental social media websites
- Assisting program coordinator as needed
- Provide excellent customer service to students, parents, and other visitors
- Independently answering general questions
- Continuously learn about other departments and their functions to assist in appropriate referrals
- Receiving, sorting, and distributing mail
- Filing documents and maintaining confidential files and records
- Using the copy and fax machine
- Help with the coordinating of events
- Assist the department in day-to-day operations and perform related duties as required

Minimum Qualifications:

- **Federal Work Study eligible** (Contact UWT Financial Aid at 253-692-4742 for eligibility and questions)
- Be a current UW Tacoma student in good academic standing with the university and uphold all the university standards of conduct
- Self-motivated, possess an ability to perform tasks without constant prompting from supervisors
- Maintain a positive and professional presentation of self
• Possess an ability to work with a diverse group of students, faculty, staff, and respect confidentiality
• Knowledge of UW Tacoma programs and/or the ability to navigate the UW Tacoma website to access information and resources
• Attention to detail with strong computer skills using Microsoft Office Suite.
• Proficiency with popular social media platforms such as Facebook, Twitter and Instagram

Desired Qualifications:
• Experience working in customer service
• Familiarity with Microsoft Office Programs and Adobe Photoshop

Educational Benefits:
• Gain experience working in an academic office setting
• Build clerical skills in a professional environment
• Involvement with educational program research projects

To apply: please send resume with three references and cover letter to Soky Chhuoy schhouy@uw.edu