WORK STUDY/HOURLY POSITION AVAILABLE!!!

We are hiring 1-2 student(s) to work in the Finance & Administrative Services Office effective by the beginning of Autumn Quarter. Work hours may vary slightly each quarter, but coverage is needed during the office hours of 9:00 am – 5:00 pm. Details are below.

Job Title: Student Office Assistant  
Department Name: Finance & Administration Office  
Job Location: University of Washington, Tacoma – Carlton Bldg. 400
Contact: Jennifer Burley  
Email: burlej@uw.edu  
Hours Per Week: To be determined, a maximum of 15 hours/week. We can work around your class schedule!  
Rate of Pay: $10/hour (does not need to be workstudy, but workstudy eligibility is preferred)

Duties and Responsibilities:
Answer departmental phone line and provide front desk coverage; respond to inquiries from prospective/current staff, faculty, students, and the community; assist administrative staff and perform administrative duties: filing, photocopying, sending faxes, archiving files, prepare mailings, data entry, assist with office projects, create spreadsheets; other duties as assigned.

Minimum Qualifications: Computer knowledge in Word and Excel; some experience in time-management and organization; experience dealing with the public, ability to independently prioritize tasks and execute assigned tasks/projects; excellent attention to detail. Must be reliable and have a strong work ethic. Previous experience working in an office setting would be ideal.

Educational Benefits:
Higher Education administration experience, development of organizational/systems, project management skills, and office setting work experience.

How to apply:
Send resume and cover letter, indicating your Autumn Quarter class schedule (a tentative one is fine) to Jennifer Burley at burlej@uw.edu. No phone calls please.