

# WORK STUDY ASSISTANT

## Institute of Technology

### Description

Assist with overall administrative duties in an academic office:

- Welcome students and schedule advising appointments.
- Respond to inquiries from prospective and current students, faculty, staff, and the community.
- Occasionally assist with special events such as Open House, Orientation, Meeting with the Director, Information Sessions, etc.
- Assist advisers with projects relating to students; assist faculty with curriculum-related projects and classroom needs.
- Perform basic office duties: answer multi-line phones, distribute mail, send faxes, create spreadsheets, data entry, word processing and filing, and other duties as assigned.

### Qualifications

- Friendly, positive, professional demeanor
- Office and customer service experience
- Able to listen, assess, and make appropriate referrals
- Familiarity with Microsoft applications (Word & Excel)
- Reliable, conscientious, good judgment and ability to respect confidential issues
- Able to follow through on projects and be attentive to detail
- **Work Study eligible: *Work Study is part of a financial aid award. Please check with the UWT Financial Aid office for more details and to confirm you are eligible.***

### Additional

A successful applicant will enjoy working with students and faculty. He/she will demonstrate initiative and be willing to go the extra mile. This is an ideal opportunity for someone who enjoys working in a college environment and/or wishes to gain some work experience in higher education.

**Salary: \$8.55-9.50/hr. for 10 – 19 hours/week**

**To apply, please forward cover letter and resume to the Institute of Technology via e-mail: [uwtech@u.washington.edu](mailto:uwtech@u.washington.edu)**