

<b>JOB TITLE</b>	Student Office Assistant
<b>DEPARTMENT NAME</b>	Office of Continuing Studies
<b>JOB LOCATION</b>	University of Washington, Tacoma
<b>CONTACT/SUPERVISOR</b>	Michael McMillan, Administrative Coordinator
<b>PHONE NUMBER</b>	253-692-4682
<b>EMAIL ADDRESS</b>	<a href="mailto:mcmilm@u.washington.edu">mcmilm@u.washington.edu</a>
<b>BOX NUMBER</b>	358443
<b>EMPLOYMENT PERIOD</b>	Summer Only [ <input type="checkbox"/> ]      Sum & Acad Year [ <input checked="" type="checkbox"/> ]      Acad Year Only [ <input type="checkbox"/> ]
<b>HOURS PER WEEK</b>	Sum: 40 hrs/wk [ <input type="checkbox"/> ]    up to 19 hrs/wk [ <input checked="" type="checkbox"/> ]    Acad Yr: up to 19 hrs/wk [ <input checked="" type="checkbox"/> ]
<b>RATE OF PAY</b>	\$10.00/hour      (Compliance with current UW Student Pay Schedule)

**Duties and Responsibilities:**

Assist the department in day-to-day operations. Research special topics as assigned. Organize special events as assigned. Assist students, faculty, and staff in obtaining information about the Center. Serve as receptionist for the Center including via telephone, in-person, and email. Perform word processing, filing, data entry and reporting, mail merge, and other office/clerical duties as assigned. Originate and complete paperwork necessary for functioning of office and implementation of programs according to established procedures and timelines. Other duties as assigned.

**Minimum Qualifications:**

Able to work independently with some supervision. Knowledge of computers and word processing required. Proficiency in MS-Office (Word, Excel, etc.), or the ability to learn these programs, expected. Previous experience working in an office environment would be helpful. Willingness to learn and utilize new software applications. Flexible hours.

**Educational Benefits:**

Student will learn expectations for working in a professional office environment. Student will have the opportunity to utilize communication skills he/she may have studied through college courses. He/she will learn about start-up, entrepreneurial business operations, seminar and workshop coordination, conference coordination, and other professional development/continuing education activities.

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**OFFICE USE ONLY**

Job Class Code: 0875 0872 Grad: 0881 0882 0883  
 51% Comp. to Classified: Yes [  ] No [  ]  
 State [  ] Federal [  ]  
 Open [  ] Closed [  ]

**JOB NUMBER:**

11TAC 038
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**JOB CATEGORY:**

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