

DO-IT Student Office Assistant Job Description

DO-IT (Disabilities, Opportunities, Internetworking, and Technology) is hiring detail-oriented, computer-savvy students with great customer service skills to join our team. Our work supports people with disabilities to succeed in college and careers by promoting the use of accessible technology and universal design.

Department: DO-IT, College of Engineering
Job Classification: Student Hourly Assistant
Location: 4545 15th Ave NE

Primary duties include:

- Provide office support to DO-IT staff. Photocopy, collate, shred and fax documents. Courier materials around campus. Organize and move supplies and materials. Troubleshoot equipment problems. Respond to a high volume of email requests. Complete a high volume of various word processing tasks (data entry, correspondence, spreadsheets, etc.) primarily using Macintosh OSX.
- Assist with reception operations. Provide front-line reception to visitors and callers. Greet visitors. Answer phones and direct callers to the appropriate staff member or resource. Transcribe voicemail. Pick up, deliver, and sort mail. Clean workstations, kitchen, mailroom, conference rooms, and supply areas. Track and maintain inventory of supplies, products, and publications.
- Assist with program outreach. Assemble, collate, and prepare a high volume of materials for mass distribution and mailings. Fill, record, and mail requests for information. Make phone calls and send email to program participants, clients, and vendors.
- Work independently and collaboratively in an interdependent, team environment. Take a lead role on specific tasks or in assigned project areas. Use leadership skills to coordinate, delegate, and complete projects. Meet deadlines, fulfill commitments, and communicate with other team members and project supervisors. Ask for help from others and provide help to others as needed.

Additional duties may include any combination of the following:

- Assist with grant projects and activities. Assist with event coordination, preparation, and set-up. Attend conferences, camps, and other events as a DO-IT representative.
- Assist with publication, video, and web development. Use desktop publishing software to make edits to brochures, binders, and other print or electronic documents. Assist with layout, design, and editing. Transcribe video scripts to create captions. Update web content using HTML code. Assist with product sales, including processing and shipping orders, generating invoices, accepting payment, and interfacing with customers.
- Assist with records management. Maintain participant, program, and budget files. File paper documents and set up new files. Enter and track data in databases and spreadsheets. Assist with tracking inventory and insuring equipment.
- Assist with research, writing, and reporting. Proofread and copyedit documents. Assist with annual reports. Transcribe audio content of focus groups, interviews, programs, and events. Assist with participant surveys and interviews. Tally survey results. Maintain office resource library. Conduct literature reviews and library research.
- Assist with budget maintenance and reconciliation.
- Other duties as assigned.

Requirements:

- Excellent written and oral communication skills.
- Ability to work with diverse clientele.
- Ability to work independently and as a member of a team.
- Ability to be in a leadership role.

- Ability to work in a technology-oriented environment with frequent interruptions and changing priorities.
- Ability to be self-motivated in completing work and meeting deadlines.
- Excellent organizational skills.
- Attention to detail.
- Ability to proofread and edit documents with accuracy.
- Ability to perform basic math calculations with accuracy.
- Advanced computer skills using Macintosh OSX (Word, Excel, web, email).

Desired:

- Customer service background with personal contact and telephones.
- Experience maintaining paper and electronic files.
- Ability to lift and push boxes and materials weighing up to 20 pounds is preferred, but not required.
- Ability to pick up and deliver materials (on-foot or using wheelchair or scooter) across campus is preferred, but not required.

Conditions of Employment:

- Must perform tasks that require repetitive keyboarding.
- Undergraduates must be enrolled at the UW (or at another college or university) for at least 6 credits during Spring 2016 and have plans to be enrolled for the '16-'17 academic year.
- Graduate students must be enrolled at the UW for at 4 credits during Spring 2016 and have plans to be enrolled for the '16-'17 academic year.
- Must be available to work 12 to 19.5 hours per week, between the hours of 9:00 a.m. and 5:15 p.m., Monday through Friday. (If funding is available and there is a department need, students may be able to work up to 40 hours/week during quarter breaks and Summer Quarter.)
- Preference will be given to candidates who can commit to working for a year or more.
- A satisfactory outcome from a criminal background verification is required prior to hire.

Salary: Starts at \$13.00/hr

How to apply: Submit a resume and cover letter that includes the hours/days you are available to work by 5/6/16 to:

<https://catalyst.uw.edu/workspace/lhyndman/45192/>

For further questions contact:
Laura Roy
lhyndman@uw.edu

For more info about DO-IT, check out our website:

<http://www.uw.edu/doi/>

The University of Washington is an affirmative action, equal opportunity employer.