University of Washington
wətəbʔaltxʷ Intellectual House: Student Assistant

POSITION PURPOSE

The University of Washington's wətəbʔaltxʷ (Intellectual House) Student Assistant will provide front office support and general reception duties for wətəbʔaltxʷ. Assistants will greet & direct office visitors, answer & direct wətəbʔaltxʷ telephone inquiries, and help maintain conference room/gathering hall/kitchen schedule. The SA will provide primary clerical support to Director/Tribal Liaison, Assistant Director, and Administrative Coordinator. General clerical duties include, but not limited to, a variety of tasks such as processing documents, maintaining record keeping/filing systems, and compiling data.

BASIC DUTIES AND RESPONSIBILITIES:

- Answer telephones; respond to inquiries regarding procedures and services; receive and refer visitors;
- Sort and file various documents; establish and prepare new files/categories within established filing systems; enter data into electronic files; remove and log materials; and maintain status and file reports;
- Assist with mailing preparation, mail merge, list preparation & mail merges;
- Perform work related research to find solutions to issues presented by supervisors;
- Provide support for travel arrangements & reimbursements;
- Perform work related errands;
- Give tours to incoming guests;
- Order, receive, and maintain inventory following established procedures;
- Operate office equipment such as computer, bluetooth transmitters, projectors, and printer;
- Perform tasks which require the use of basic arithmetic such as addition, subtraction, multiplication and division;
- Schedule appointments and meetings;
- Represent the Intellectual House by offering opening remarks at events;
- Program planning, execution, and followup;
- Perform related duties as required.

Requirements:

- Ability to handle multiple tasks, including prioritizing
- Must be enrolled as a full time student at the University of Washington

Desired:

- Previous reception experience
- General office experience
- Familiarity with OMA/D programs & services