Work Study Job Description

Job Title	Curriculum Office Assistant
Department Name	Registrar
Job Location	Curriculum Office, Schmitz Hall rm 248
Pay Rate	$10 - $10
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Jennifer Payne
Phone Number	
Email Address	uwcr@uw.edu
Website	
Box Number	355850

Nature of Organization
The Curriculum Office/Office of the Registrar
Duties and Responsibilities
The Curriculum Office Assistant will be responsible for timely, thorough, and organized curriculum application review and scanning, filing and general file management, copying, pdf file manipulation, and additional projects as needed.
Minimum Qualifications
The position requires a high degree of responsibility, punctuality, reliability, organization, and attention to detail. A qualified candidate will have at least one year of experience in a general office environment. The ability to type accurately, follow written directions, a good command of the English language, and editing/proof reading skills is required. Must be a team player and be attentive, friendly, and have a good sense of humor. Computer skills required: Windows, Microsoft Word, Microsoft Excel, Adobe Acrobat, Email, and HTML.
Educational Benefits
This is a terrific opportunity to get experience in University curriculum and program administration.
How to Apply

Must be work study eligible. Contact Jennifer Payne uwcr@uw.edu

Job Number: REGI07 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y | Program: Federal