

## Work Study Job Description

<b>Job Title:</b>	Office Administrative Assistant
<b>Department:</b>	Experimental Education Unit UW
<b>Location:</b>	Seattle, Haring Center
<b>Pay Rate:</b>	17 - 18 / hour
<b>Employment Period:</b>	Academic year, Summer
<b>Hours Per Week:</b>	Up to 19 hours per week
<b>Contact Supervisor:</b>	Chris Matsumoto
<b>Phone Number:</b>	2062213868
<b>Email Address:</b>	ctm@uw.edu
<b>Website:</b>	<a href="http://haringcenter.org/eeu/">http://haringcenter.org/eeu/</a>
<b>Box Number:</b>	357925

### NATURE OF ORGANIZATION

The Experimental Education Unit (EEU) at the Haring Center is a comprehensive early childhood center providing inclusive educational services for families and children with and without disabilities from birth through kindergarten. We are committed to creating a more inclusive world by being life-long learners, celebrating diversity, focusing on children and their families, & bringing joy to our community. We believe that an inclusive and equitable community can only be achieved by addressing ongoing inequities in access, service delivery, and outcomes. Services are provided to children and families through a transdisciplinary approach characterized by collaboration in which professionals share their discipline specific information and skills with other members of the team including the family.

### DUTIES AND RESPONSIBILITIES

Reporting to school's principal this position provides receptionist and clerical support to the Experimental Education Unit. Reception • Act as the primary contact for visitors to the building. Direct visitors to locations, meetings, and specific people and distribute parking passes as necessary. Coordinate scheduling of rooms via online calendars. • Serve as primary telephone contact for the school. Respond to and refer inquiries from parents, staff, and the public. • Scheduling Support to front office staff • Provide support to the front office team such as assisting with the preparation of documents, forms, files and records. Create and maintain confidential student and staff files in compliance with HIPPA regulations. • Take down information necessary to schedule tours of the school. • Perform all other duties as assigned. School support • Perform maintenance of the front office photocopier. • Keep Art room and supply closet organized and up to date. • Preparation and setup for school events. • Provide clerical support to the admissions office; i.e. preparing mailings and documents. Administrative support • Provide back up support for Purchasepath for building. Sort and distribute mail as necessary.

### MINIMUM QUALIFICATIONS

- One year of applicable clerical experience or equivalent education/experience. • Familiarity with basic

computer software applications such as word processing and spreadsheets. • Must be available to work within hours of school operation (Monday-Friday 8:15AM-4:30PM).

### **EDUCATIONAL BENEFITS**

- Experience and training in office management and school procedures

### **HOW TO APPLY**

Submit: (1) cover letter and (2) resume via email to [eeuweb@uw.edu](mailto:eeuweb@uw.edu)

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Job Number: EXEU01 | Category: Office & Administrative | Program: Federal | Class: 0875 | 51% Comparable to Classified: Y