

Employment at the UW – Department of Chemistry

Front Office Student Assistant

The Chemistry front office has an outstanding opportunity for a part-time STUDENT ASSISTANT to staff our front desk. This is a customer service position, with additional clerical and fiscal duties. This individual will be responsible for greeting all visitors, including guests, faculty, staff, and students, quickly assessing their need, and providing outstanding customer service and support to meet that need. An ideal candidate will be friendly, self-motivated, and have good people skills. This individual needs to be confident and skilled at searching through University and Department resources to independently field the wide variety of questions and requests that come their way. Training and support are provided. This position is 10 to 19.5 hours per pay period during school year, up to full time during summer quarter.

Duties include but are not limited to:

- Greet clients and set a positive office atmosphere
- Answer the phone, take messages, and redirect calls/visitors to appropriate offices.
- Oversee sorting and distribution of incoming mail
- Check in/out department equipment
- Assist with conference room reservations
- Budget reconciliation
- Procurement reconciliation
- Coffee prep and set up

About us:

We are a friendly, hardworking bunch, who take pride in the level of service we provide to those around us. We are looking for a similarly motivated person to join our team. If that is YOU, please send a CV or resume to Leesa Kurtz (lkurtz@uw.edu). In the body of your email please include 1) 1-2 sentences on why you are interested in this position and 2) a brief paragraph describing how your skills and experience make you a great fit for this position. Please list “UW Chemistry – front desk position” in the subject line in all communication. Thank you for your interest.

