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|---------------------------|---|---|---|
| JOB TITLE | Research Assistant | | |
| DEPARTMENT NAME | Biobehavioral Nursing and Health Systems | | |
| JOB LOCATION | Health Sciences Building T-Wing | | |
| CONTACT/SUPERVISOR | Pagna Prom | | |
| PHONE NUMBER | (206)543-4884 | (Complete 10-digit number) | |
| EMAIL ADDRESS | pagna@uw.edu | | |
| BOX NUMBER | 357266 | | |
| EMPLOYMENT PERIOD | Summer Only [<input type="checkbox"/>] | Sum & Acad Year [<input checked="" type="checkbox"/>] | Acad Year Only [<input type="checkbox"/>] |
| HOURS PER WEEK | Sum: 40 hrs/wk [<input type="checkbox"/>] | up to 19 hrs/wk [<input checked="" type="checkbox"/>] | Acad Yr: up to 19 hrs/wk [<input type="checkbox"/>] |
| RATE OF PAY | \$12.00 | (Compliance with current UW Student Pay Schedule) | |

Duties and Responsibilities:

Research Assistant performs a variety of clerical tasks for the “Exercise after an Implantable Cardioverter Defibrillator (ICD)” project, including (but not limited to) updating database and spreadsheets; preparation of correspondence, routine forms, and research packets; and basic research data maintenance. This position also includes:

- Sorting and filing various paper documents; creating and preparing new files/categories within established filing systems; entering data into electronic files
- Performing basic word processing/typing, and copying tasks
- Performing electronic mail tasks
- Gathering, recording, organizing, and verifying the accuracy of research study data
- Maintaining security and confidentiality of subject records
- Depending upon interest and skills: Using SPSS and database management software for data entry.
- Performing other study related activities

Minimum Qualifications:

- Knowledge of Microsoft Word, Excel; Internet Explorer
- Excellent communication and interpersonal skills (writing, speaking and listening)
- Experience working in a team environment
- Requires completion of Human Subjects course (HIPAA) upon hire
- Ability to keep project information strictly confidential
- Ability to follow research protocols and maintain high standards of accuracy with strong attention to detail
- Must be reliable

Educational Benefits:

Gain work experience in a professional and academic/research environment. Will receive paid training in the legal and ethical aspects of working with human subjects. Will learn about all stages of research studies including recruitment, study visits, and data management.

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0881 0882 0883
 51% Comp. to Classified: Yes [] No []
 State [] Federal []

Open [] Closed []

JOB NUMBER:

11BNHS14

JOB CATEGORY:

RESEARCH