

<b>JOB TITLE</b>	Student Research Assistant
<b>DEPARTMENT NAME</b>	Biobehavioral Nursing and Health Systems (BNHS)
<b>JOB LOCATION</b>	Northgate Executive I
<b>CONTACT/SUPERVISOR</b>	Anne Poppe, Monica Jarrett
<b>PHONE NUMBER</b>	206-221-6467, 206-616-9955 (Complete 10-digit number)
<b>EMAIL ADDRESS</b>	apoppe@u.washington.edu, Jarrett@u.washington.edu
<b>BOX NUMBER</b>	357266
<b>EMPLOYMENT PERIOD</b>	Summer Only [ ]      Sum & Acad Year [ X ]      Acad Year Only [ ]
<b>HOURS PER WEEK</b>	Sum: 40 hrs/wk [ ]      up to 19 hrs/wk [ X ]      Acad Yr: up to 19 hrs/wk [ X ]
<b>RATE OF PAY</b>	\$9-11/ hr DOE (Compliance with current UW Student Pay Schedule)

**Duties and Responsibilities:**

Office Duties: Compiling study folders, filling in scantron forms, enter data into computer program, scanning documents, photocopying, filing study questionnaires, tracking documents, inventory of supplies; assemble sample collection supplies and questionnaire packets for study subjects; answer study phone. Additional responsibilities: transport or retrieve biological specimens from study participants. This position will require lifting 5-10 lbs regularly, 10-30 lbs occasionally.

**Minimum Qualifications:**

Enrolled in or have successfully completed English 100, demonstrate or documented competency with MS Word and Excel. Proof reading, editing, filing skills.  
 Ability to answer busy phone, take messages, and direct calls.  
 Active, unrestricted Washington State driver's license.  
 Helpful to have competency with filing, scanning, and photocopying.  
 Prefer student who has interest in biobehavioral sciences and research.

**Educational Benefits:**

Opportunity to work with research staff, PI, and data manager of NIH funded research study to learn the research process and how to work with data.

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**OFFICE USE ONLY**

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

**JOB NUMBER:**

11BNHS16

**JOB CATEGORY:**

RESEARCH