

JOB TITLE	Research Office Assistant		
DEPARTMENT NAME	Gastroenterology		
JOB LOCATION	Fred Hutchinson Cancer Research Center		
CONTACT/SUPERVISOR	Kathy Vickers		
PHONE NUMBER	(206) 667-6198	(Complete 10-digit number)	
EMAIL ADDRESS	kvickers@fhcrc.org		
BOX NUMBER	358080		
EMPLOYMENT PERIOD	Summer Only <input type="checkbox"/>	Sum & Acad Year <input type="checkbox"/>	Acad Year Only <input checked="" type="checkbox"/>
HOURS PER WEEK	Sum: 40 hrs/wk <input type="checkbox"/>	up to 19 hrs/wk <input type="checkbox"/>	Acad Yr: up to 19 hrs/wk <input checked="" type="checkbox"/>
RATE OF PAY	\$12.00 (Compliance with current UW Student Pay Schedule)		

Duties and Responsibilities:

- Work to be performed in a research setting at the Fred Hutchinson Cancer Research Center.
- Work will require use of a computer and proficiency in Word, Access, Excel and Outlook.
- Shift is variable Monday through Friday
- Must be comfortable and discrete in handling confidential documents
- Provide basic administrative support to the Project Coordinator and Principal Investigator.
- Pick-up samples at University of Washington on an as needed basis.
- Make up new patient charts.
- Order study supplies and maintain inventory
- Assemble recruitment packets and specimen collection kits.
- Request medical records potential study patients.
- Other duties as assigned

Minimum Qualifications:

Applicant must be a current student at a 2 or 4 year post secondary institution. Independence, initiative, a commitment to high quality work, excellent written and verbal skills. Attention to detail and an ability to work independently in a dynamic work environment. Must have excellent organizational skills

Educational Benefits:

The student will learn the structure of and the day to day tasks involved in conducting an epidemiological research study.

OFFICE USE ONLY

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

Open Closed

JOB NUMBER:

11GAST03

JOB CATEGORY:

OFFICE/ADMIN