

<b>JOB TITLE</b>	Research Office Assistant		
<b>DEPARTMENT NAME</b>	Gastroenterology		
<b>JOB LOCATION</b>	University of Washington HSB		
<b>CONTACT/SUPERVISOR</b>	Evelynne Bautista		
<b>PHONE NUMBER</b>	(206) 221-3371	(Complete 10-digit number)	
<b>EMAIL ADDRESS</b>	EvelynB@medicine.washington.edu		
<b>BOX NUMBER</b>	356424		
<b>EMPLOYMENT PERIOD</b>	Summer Only <input type="checkbox"/>	Sum & Acad Year <input type="checkbox"/>	Acad Year Only <input checked="" type="checkbox"/>
<b>HOURS PER WEEK</b>	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"/>
<b>RATE OF PAY</b>	\$ 12.00 (Compliance with current UW Student Pay Schedule)		

**Duties and Responsibilities:**

- Work to be performed in a clinical and research setting at the UW Medical Center /Health Sciences Building.
- 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 Lab Supervisor and Operations Manager.
- Pick-up samples at University of Washington Endoscopy Suite .
- Scan and file lab supplies order paperwork.
- File paraffin blocks.
- Accession specimen information into Powerpath system and assist technical staff in gross description.
- 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 histological processing of Gastrointestinal biopsies .

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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:**

11GAST04
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**JOB CATEGORY:**

OFFICE/ADMIN
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