

JOB TITLE	Student Assistant
DEPARTMENT NAME	Human Subjects Division
JOB LOCATION	University Tower, 4333 Brooklyn Ave. NE, 17 th Floor
CONTACT/SUPERVISOR	Nancy E. Grout, Administrator
PHONE NUMBER	206-543-2305
EMAIL ADDRESS	ngrou@u.washington.edu
BOX NUMBER	359470
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	\$10-\$12, based on experience

Duties and Responsibilities:

Student assistant will work with the staff of the Human Subjects Division in the sensitive area of protection of human subjects in research. Files and mail are confidential. There will be limited interaction with UW faculty and students. Tasks may include the following: opening and date-stamping mail; complex filing; occasional reception duties; data entry; photocopying, scanning, and faxing; and creating file folders.

Minimum Qualifications:

Candidates must have working familiarity with Microsoft WORD, EXCEL, and ACCESS. Excellent filing skills (files are arranged alphabetically and numerically) are essential. Previous experience with filing, data entry, and handling mail in an office setting is desirable. Accuracy and attention to detail is a must in all tasks. Candidates must be willing to work from 8-19 hours per week during 8am-5pm business hours. Hours of work are flexible but once work hours are set we rely on that schedule.

Educational Benefits:

Students learn about the ethics of research, the variety of biomedical and behavioral research, and the process of Human Subjects Review at the University of Washington.

OFFICE USE ONLY

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

JOB NUMBER:

11HMSD02

JOB CATEGORY:

OFFICE/ADMIN
