

<b>JOB TITLE</b>	Research Project Assistant
<b>DEPARTMENT NAME</b>	Psychiatry and Behavioral Sciences
<b>JOB LOCATION</b>	Off Campus (1100 NE 45 <sup>th</sup> Street – corner of 11 <sup>th</sup> Ave)
<b>CONTACT/SUPERVISOR</b>	Jessica Blayney / Debra Kaysen / Melissa Lewis
<b>PHONE NUMBER</b>	206-685-7707
<b>EMAIL ADDRESS</b>	jab24@u.washington.edu
<b>BOX NUMBER</b>	354944
<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>	\$10 / hr to start                      (Compliance with current UW Student Pay Schedule)

**Duties and Responsibilities:**

Research Project Assistant performs a variety of clerical tasks, including (but not limited to) updating the spreadsheets, answering phones, and basic research data maintenance. The position also includes the following tasks:

- Filing documents
- Data entry
- Performing basic word processing, typing tasks
- Performing electronic mail tasks
- Writing payment checks for project participation
- Proofreading project material
- Scheduling appointments and making reminder calls
- Performing tasks that require use of basic arithmetic such as addition, subtraction, multiplication, and division

**Minimum Qualifications:**

- Knowledge of Microsoft Word, Excel, and Access (preferred but not required)
- Excellent communication and interpersonal skills (writing, speaking, listening)
- Ability to keep project information strictly confidential
- Good organization skills and strong attention to detail
- Comfort in discussing sensitive topics related to the project

**Educational Benefits:**

Gain work experience in a professional and academic research environment. Work with faculty and research support members and learn the technology used to conduct psychology research projects. Gain a variety of skills in office administration. Develop professional skills (computer skills, time management, project management, teamwork, leadership).

**OFFICE USE ONLY**

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

**JOB NUMBER:**

11PBSC15
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**JOB CATEGORY:**

OFFICE/ADMIN
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