OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Student Assistant
Department Name	College of Education
Job Location	
Pay Rate	$11 - $15
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Erika Feldman
Phone Number	
Email Address	enf@uw.edu
Website	http://education.washington.edu/
Box Number	353600

Nature of Organization

Duties and Responsibilities

1. Reliably code for measures supporting the QRIS standards and maintain set intra- and inter-coder reliability rates
2. Follow CQEL coding protocols and procedures and maintain familiarity with coding manuals, procedures and protocols
3. Write down questions related to coding and protocols and send them to the attention of Research Assistants and the Director of Research and Evaluation, using established systems of communication
4. Maintain hourly timesheets and be able to account for how time was spent
5. Track coding progress and completion using established CQEL systems and complete projects within allotted timeline
6. Complete training on CQEL coding protocol and procedures as well as those for work with human subjects and comply with protocols related to handling data in an ethical and confidential manner
7. Complete training on and understand the WELS system and entering data once it is reliable, work with Assessment Leads and the Director of Research and Evaluation to cross-check that all information is entered correctly and that data has been scored according to protocols

Minimum Qualifications

? Relevant academic area with coursework on research and assessment and/or two years of experience with coding, research on early learning OR equivalent education/experience.
? Reliable on assessments in the child-outcomes battery
? Ability to follow rigorous data coding protocols and procedures
? Experience with coding systems and established measures) and working with children
? Strong written and verbal communication skills
? Strong organizational skills
? Ability to work independently and effectively in a team environment
? Experience with data entry, working with databases, paperwork management, and working within project deadlines
? Demonstrated ability to successfully manage time and project to meet deadlines, implement organizational skills, and provide attention to detail.
? A positive attitude to thrive and succeed in a fast-paced and dynamic environment.
? Proficiency with personal computing environment, Microsoft Office Suite (Microsoft Word, Excel, Outlook and PowerPoint), the Internet, and data systems used for coding
? Ability to communicate efficiently and effectively at all levels within an organization.
? Ability to maintain a high level of confidentiality

Educational Benefits

• Experience and training with standardized measures
• Experience working with children 3 to 5 years of age in educational contexts
• Experience working with children from diverse backgrounds
• CLASSTM Certification
• Experience with Applied Research

How to Apply

enf@uw.edu

Job Number: EDUC17 | Job Class Code: 0875 | 51% Comp. To Classified: n | Federal | Open