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

Work Study Job Description

Job Title	Student Assistant
Department Name	Harborview
Job Location	Medical Specialties Clinics
Pay Rate	$10.98 - $10.98
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Tracy Boyd
Phone Number	206 744 8033
Email Address	boydt@uw.edu
Website	http://www.uwmedicine.org/Patient-Care/Locations/HMC/Pages/default.aspx
Box Number	359860

Nature of Organization

Harborview is one of the nations leading hospitals and the only Level I trauma center serving four states. The medical center offers highly specialized services. This position is within the outpatient medical clinics (Mon-Fri),see websites below.

http://www.uwmedicine.org/patient-care/our-services/find-a-clinic/pages/clinic.aspx?clinicid=183
http://www.uwmedicine.org/patient-care/our-services/find-a-clinic/pages/clinic.aspx?clinicid=613
http://www.uwmedicine.org/patient-care/our-services/find-a-clinic/pages/clinic.aspx?clinicid=190
http://www.uwmedicine.org/patient-care/our-services/find-a-clinic/pages/clinic.aspx?clinicid=189
http://www.uwmedicine.org/patient-care/our-services/find-a-clinic/pages/clinic.aspx?clinicid=207
http://www.uwmedicine.org/patient-care/our-services/find-a-clinic/pages/clinic.aspx?clinicid=607

Duties and Responsibilities

Under direct supervision, organize and perform work related to overall clinic operations. This position works closely with staff and providers in ensuring our forms, educational materials, and patient packets are updated and maintained. Also included are simple computer inquiries in our scheduling system, such as checking upcoming appointments for insurance information and scheduled interpreters, as well as printing and mailing out appointment slips, and patient reminder calls. There will be general duties such as photocopying, faxing, filing, distributing mail and stocking supplies.

Minimum Qualifications

High school graduation, good people skills and ability to work well with in a team
Educational Benefits
This is a dynamic opportunity to learn outpatient clinic operations within an outpatient health care setting with our patient populations. This is a teaching center with resident MDs rotating through and Attending, Precepting medical doctors. We have nurses, medical assistants, social work staff, nutritionists, patient care coordinators, and patient service specialists. Our clinics are lead by medical directors, clinic managers, nurse supervisors and a business operations supervisor.
How to Apply
Email Tracy Boyd, at boydt@uw.edu with an attached resume and number of hours available weekly.

Job Number: HARB03 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Closed