

Work Study Job Description

Job Title	Research Office Assistant
Department Name	Rehabilitation Medicine UW Medical Ctr
Job Location	United States
Pay Rate	\$10.10 - \$12.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Leslie Kempthorne
Phone Number	206-543-0219
Email Address	ette@uw.edu
Website	https://sites.google.com/a/uw.edu/tbims/
Box Number	356490

Nature of Organization

Join a dynamic interdisciplinary clinical research team in the field of traumatic brain injury.

Duties and Responsibilities

- Scanning, copying, mailing of documents
- Screen potential subjects for appropriate research studies
- Extract technical, medical and/or behavioral information from institution or clinical records of research subjects
- Maintain confidentiality of subject records
- Organize and verify the accuracy of research study data; prepare data for computer input and enter; set up research database files
- Assist in modifying data collection forms; survey and summarize relevant literature
- Inventory and order supplies
- Perform related duties as required

Minimum Qualifications

- Ability to multi-task
- The ability to organize a daily schedule with multiple tasks
- Flexibility on working hours
- Proficiency with Access, Word, Excel, Powerpoint, conducting literature searches
- Strong interpersonal communication skills in person and over the telephone

Educational Benefits
<ul style="list-style-type: none">•Improve communication skills•Gain experience working in a research environment•Gain a basic understanding of brain injury•Gain experience working with under-served and vulnerable populations
How to Apply
Email resume to Leslie Kempthorne

Job Number: RMED04 | Job Class: 0875 | Category: Social Services & Research | 51% Comp. To Classified: y |
Program: Federal