

## Work Study Job Description

<b>Job Title</b>	Project Assistant
<b>Department Name</b>	Psychology
<b>Job Location</b>	3935 University Way NE (across Gould Hall)
<b>Pay Rate</b>	\$11 - \$12
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Matt Tkachuck
<b>Phone Number</b>	206-543-4277
<b>Email Address</b>	tkachm@uw.edu
<b>Website</b>	<a href="http://www.depts.washington.edu/brtc">http://www.depts.washington.edu/brtc</a>
<b>Box Number</b>	355915

### Nature of Organization

We are a research clinic that specializes in developing and evaluating new treatments for difficult-to-treat disorders and in training clinicians in the use of effective behavioral treatments for complex, multi-systemic disorders.

### Duties and Responsibilities

Student will provide support to a research project at a psychology research clinic. Areas of responsibility include: Preparing assessment instruments, managing data collection and data entry. Student will work closely with the research staff and project collaborators in evaluating and summarizing collected data. Other duties include online and paper survey management, organization of subject files and databases.

The position is especially stimulating for those interested in the training of mental health professionals and would provide a good introduction to the workings of a large and quite active psychology research laboratory.

### Minimum Qualifications

- Experience with Microsoft applications including Access, Word, and Excel
- Have good communication skills.
- Be responsible, organized, detailed-oriented, and have good problem-solving skills
- Ability to work independently with minimal oversight

### Educational Benefits

- Work in a research and clinical setting with graduate students and researchers.
- Exposure to knowledge on treatment of suicide and Dialectical Behavioral Therapy (DBT).

**How to Apply**

Please send inquiries, resume and letter of intent detailing relevant experience to Matt Tkachuck, t

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Job Number: PSYC03 | Job Class: 0875 | Category: Social Services & Research | 51% Comp. To Classified: n |  
Program: Federal