

Work Study Job Description

Job Title	Student Assistant
Department Name	Global Health
Job Location	Harborview (Ninth and Jefferson Bldg)
Pay Rate	\$13.25 - \$13.25
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Margaret Thompson
Phone Number	206-685-9209
Email Address	mbarrett@uw.edu
Website	http://globalhealth.washington.edu/
Box Number	359909

Nature of Organization

The Department of Global Health was established in 2007, bridging the schools of Medicine and Public Health, with a mandate to harness the expertise and interdisciplinary power of all UW schools and colleges.

Duties and Responsibilities

Under general supervision, perform a variety of tasks for management of human subjects documents, data collection tools, and databases for the Kenya Pediatric Studies Working Group. Main tasks will include filing, printing, collating, and updating web-based tools for document management including Catalyst and Drop box. Minor tasks will include answering phones and picking up mail. The Kenya Pediatric Studies Working Group coordinates randomized clinical trials and cohort studies involving HIV-infected children in Kenya.

Minimum Qualifications

High school diploma; proficiency in Microsoft Word and Excel; attention to detail; a pleasant and professional manner.

Educational Benefits

Learn about clinical trials, clinical studies, HIV/AIDS research, human subjects regulation, and international research. The successful candidate will also gain skills in multi-tasking, and organization.

How to Apply

Send email and resume to Margaret Thompson at mbarrett@uw.edu.

Job Number: GHEA03 | Job Class: 0875 | Category: Social Services & Research | 51% Comp. To Classified: n |
Program: Federal