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

Work Study Job Description

Job Title	Work Study for Project ECHO (Extension for Community Health Outcomes)
Department Name	Medicine - Division of Allergy and Infectious Diseases
Job Location	Harborview Medical Center
Pay Rate	$10.00 - $12.50
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Pamela Landinez
Phone Number	206-685-9625
Email Address	landinez@uw.edu
Website	
Box Number	359932

Nature of Organization
The Division of Allergy and Infectious Diseases at the University of Washington has long been prominent nationally and internationally. Through support provided by NIH-sponsored training grants, the Division has one of the largest and most well-known postdoctoral training programs in the United States.
Duties and Responsibilities
This position will work within the Project ECHO (Extension for Community Health Outcomes) and assist with information processing and management. Duties range from routine photocopying, electronic document conversion, scanning, faxing and filing to more complex tasks such as chart review, clinical data extraction, data entry into research databases, and advanced record management. Assignment of specific duties will vary with skill and commitment. Must be able to work independently and pro-actively prioritize work, communicate well with team members, and initiate action as required to meet deadlines.
Minimum Qualifications
Must be able to balance competing demands. Excellent attention to detail and accuracy including proofreading, editing, organizational and filing skills. Experience with MS Office software including Word, PowerPoint, Access and Excel desired.
Educational Benefits

This position will provide excellent work training as well as exposure to bio-behavioral research and telehealth training environment. Learn or observe steps that are needed to conduct research. Gain knowledge of specific disease processes, laboratory tests and radiological tests. Work in a team environment.
How to Apply
To apply, please email resume and cover letter to Pamela Landinez landinez@uw.edu

Job Number: MEDI04 | Job Class: 0875 | Category: Science & Health | 51% Comp. To Classified: y | Program: Federal