

Work Study Job Description

| | |
|---------------------------|---|
| Job Title | Media Librarian |
| Department Name | Psychology |
| Job Location | 3935 University Way NE |
| Pay Rate | \$11 - \$12 |
| Employment Period | Summer, Academic Year |
| Hours Per Week | 19 hrs/wk |
| Contact Supervisor | Dr Nadia Samad |
| Phone Number | 206-543-2505 |
| Email Address | nsamad@uw.edu |
| Website | http://blogs.uw.edu/btrc/ |
| Box Number | 355915 |

Nature of Organization

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

Duties and Responsibilities

The Media Librarian will assist with organizing and maintaining a library of tapes and DVDs. Tasks may include cataloging, duplicating and shipping DVDs, ensuring procedural guidelines are being followed by library users, tracking library items and data, archiving media, reviewing tapes for AV quality and specific content markers, editing videos, and transferring VHS tapes to DVD. Additional responsibilities may include clerical tasks, including xeroxing, filing, and organizing, and editing and updating the labs online wiki on an as needed basis.

Minimum Qualifications

Proficiency with Microsoft applications including Word and Excel
Responsible, organized, detail oriented, and good problem solving, and time management skills.

Able to work independently with minimal oversight Good written and oral communication skills.

Positive attitude and flexibility in response to deadlines

Educational Benefits

Work in a dynamic research and clinical setting with graduate students and researchers.
Provides a good introduction to the workings of a large and active psychology research clinic.
Provides hands-on experience managing, organizing, and shipping treatment data in compliance with HIPAA standards.

Knowledge and practice of HIPAA compliance can be a useful foundational skill set for individuals interested in a variety of career paths, including psychology research.

How to Apply

Please send inquiries and resume to Dr. Nadia Samad, nsamad@uw.edu

Job Number: PSYC01 | Job Class: 0875 | Category: Arts & Media | 51% Comp. To Classified: y | Program:
Federal