OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	WorkStudy Residency Assistant
Department Name	Surgery, Position
Job Location	Harborview Medical Center
Pay Rate	$12.00 - $12.50
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Suzanne Mills
Phone Number	206-744-3433
Email Address	smills@uw.edu
Website	
Box Number	359796

Nature of Organization
General Surgery Surgery Education at Harborview Medical Center Division of Trauma and Burns Administration of Surgery Residency Program at Harborview. Hospital/ Health Care / Academic Environment Resident Training Facility
Duties and Responsibilities
Assistant to Residency Program Coordinator at Harborview. Assists in tasks related to running accredited residency program: assembling data for weekly conferences, assembling orientation materials for incoming residents and subinterns including clinical protocols. Processing of hospital and patient access information.Preparation of periodic residency progress reports, overseeing maintenance of resident call rooms,sending of reminders for timely case entry, help in conduction of workshops.
Minimum Qualifications

Basic computer skills: word, excel, possibly powerpoint,email, web skills. and some experience with a database environment. Some experience or interest and talent with basic layout for constructing protocol guides.Able to communicate effectively with residents, faculty and clinical staff as needed. Attention to detail and accuracy. Reliable, eager to learn and commitment to at least one year. Organizational competency.
Work Study Award: academic year.

Educational Benefits

Experience in working within a busy and challenging health care environment, use of administrative systems. Interaction with talented and at times demanding health care personnel. Work with scheduling systems and emphasis on team work.

How to Apply

Email: Provide resume, state how you feel this position is suited to you. Phone and personal interview.

Job Number: SURG06 | Job Class: 0875 | Category: Science & Health | 51% Comp. To Classified: y | Program: Federal