OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Research Office Assistant
Department Name	Gastroenterology
Job Location	Fred Hutchinson Cancer Research
Pay Rate	$12.00 - $12.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Kathy Vickers
Phone Number	206-667-6198
Email Address	kvickers@fhcrc.org
Website	
Box Number	358080

Nature of Organization
The Hutchinson Center, together with its clinical and research partners, the University of Washington, Seattle Children's and the Seattle Cancer Care Alliance, comprise the Fred Hutchinson/University of Washington Cancer Consortium. The Consortium is among 40 National Cancer Institute-designated comprehensive cancer centers nationwide.
Duties and Responsibilities
Duties and Responsibilities: Work to be performed in a research setting at the Fred Hutchinson Cancer Research Center. Work will require use of a computer and proficiency in Word, Access, Excel and Outlook. Shift is variable Monday through Friday Must be comfortable and discrete in handling confidential documents Provide basic administrative support to the Project Coordinator and Principal Investigator. Pick-up samples at University of Washington on an as needed basis. Make up new patient charts. Order study supplies and maintain inventory Assemble recruitment packets and specimen collection kits. Request medical records potential study patients. Other duties as assigned POSITION IS 8-12 HRS/WK.

Minimum Qualifications
Applicant must be a current student at a 2 or 4 year post secondary institution. Independence,reliability, initiative, a commitment to high quality work, excellent written and verbal skills. Attention to detail and an ability to work independently in a dynamic work environment. Must have excellent organizational skills
Educational Benefits
Educational Benefits: The student will learn the structure of and the day to day tasks involved in conducting an epidemiological research study.
How to Apply
Please forward resume and cover letter to Kathy Vickers

Job Number: GAST03 | Job Class: 0875 | Category: Science & Health | 51% Comp. To Classified: y | Program: Federal