

Work Study Job Description

Job Title	Student Research Assistant
Department Name	UW BNHS
Job Location	T425 Health Sciences
Pay Rate	\$12.00 - \$12.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Lisa Hales
Phone Number	206.616.0106
Email Address	lehales@uw.edu
Website	
Box Number	357266

Nature of Organization

Duties and Responsibilities

- Basic word processing/typing/email tasks
- Data entry and verification
- Photocopying, scanning, mail collection, and other study-related activities
- Assist in obtaining medical records from various healthcare facilities

Minimum Qualifications

- Knowledge of Office Products including Word and Excel
- Excellent communication and interpersonal skills (writing, speaking and listening)
- Experience working in a team environment
- Requires completion of Human Subjects course (HIPAA) upon hire
- Ability to maintain strict confidentiality of project information
- Ability to follow research protocols and maintain high standards of accuracy with strong attention to detail
- Must be reliable

Educational Benefits

- Gain work experience in a professional and academic/research environment.
- Receive paid training in legal and ethical aspects of working with human subjects.
- Learn about various stages of research studies, including recruitment, conduction of study protocols and data management.

How to Apply

Email Lisa Hales at: lehales@uw.edu

Job Number: BNHS14 | Job Class: 0875 | Category: Science & Health | 51% Comp. To Classified: y | Program:
Federal