OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

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