

## Work Study Job Description

<b>Job Title</b>	student office assistant
<b>Department Name</b>	General Internal Medicine
<b>Job Location</b>	1107 NE 45th Street, Suite 345
<b>Pay Rate</b>	\$9.32 - \$12.00
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	40 hrs/wk, 19 hrs/wk
<b>Contact Supervisor</b>	Audrey Anna Bolyard
<b>Phone Number</b>	206-543-9749
<b>Email Address</b>	bolyard@u.washington.edu
<b>Website</b>	<a href="http://depts.washington.edu/registry/">http://depts.washington.edu/registry/</a>
<b>Box Number</b>	354811

<b>Nature of Organization</b>
Severe Chronic Neutropenia International Registry research study
<b>Duties and Responsibilities</b>
Student assistant will work directly with Research coordinator to manage subject files, medical records and information.
<b>Minimum Qualifications</b>
Basic knowledge of computers. Knowledge of software programs-- Word and Excel.
<b>Educational Benefits</b>
Student will learn about research studies, bone marrow/blood research and how to manage medical records.
<b>How to Apply</b>
Call or email Audrey Anna Bolyard with resume.