OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Office Worker (SC-24816)
Organization Name	Fred Hutchinson Cancer Research Center
Address	, 98109
Pay Rate	$11.36 - $11.36
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Scott Canavera
Phone Number	
Email Address	scanaver@fhcrc.org
Website	http://www.fhcrc.org
EIN	23-7156071

Nature of Organization

Fred Hutchinson Cancer Research Center, home of three Nobel laureates, is an independent, nonprofit research institution dedicated to the development and advancement of biomedical research to eliminate cancer and other potentially fatal diseases.

Duties and Responsibilities

Working under the direction of the principal investigator, project scientist, and study coordinator the student is responsible for assisting with all aspects of a study of newly diagnosed colorectal cancer patients.

Major Duties

• Assist with mailing questionnaires and requests for blood draws and medical records
• Help input participant data into study research database.
• Pick-up samples at University of Washington on an as needed basis.
• Create patient charts
• Filing
• Order study supplies and maintain inventory
• Assemble recruitment packets and specimen collection kits.
• Request medical records.
• Provide basic administrative support to the team

Minimum Qualifications

• Graduate or undergraduate students with relevant interests and/or experience will be considered.
• Excellent communication skills, maturity, and discretion in working with cancer patients.
• Strong organizational skills
• Familiarity with using computer software, including MS Word. Familiarity with MS Access and Excel is preferred.
• Ability and desire to work cooperatively with others in a team environment.

Educational Benefits

Gain valuable knowledge and experience with public health studies, data management, medical records, databases, patient charts, study recruitment, and basic adminstration.

How to Apply

Search for position 24816 at www.fhcrc.org/careers and follow the intructions.

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