

## Work Study Job Description

<b>Job Title</b>	Assistant Project Coordinator
<b>Organization Name</b>	Adaptive Biotechnologies
<b>Job Location</b>	1551 Eastlake Ave E, Suite 200, Seattle, WA 98102
<b>Address</b>	1551 Eastlake Ave E, Suite 200 Seattle WA 98102
<b>Pay Rate</b>	\$10 - \$16
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Cat Bertucci
<b>Phone Number</b>	206-659-0067
<b>Email Address</b>	careers@adaptivebiotech.com
<b>Website</b>	<a href="http://www.adaptivebiotech.com/">http://www.adaptivebiotech.com/</a>

### Nature of Organization

Adaptive Biotechnologies is a fast-paced biotech firm developing high throughput methods for in-depth analysis of the immune system in order to assess and improve cancer and autoimmune diagnoses and treatment.

### Duties and Responsibilities

Adaptive Biotechnologies seeks an eager, outgoing student to obtain and enter metadata associated with groundbreaking research projects in the fields of oncology, autoimmunity and immunology. You will solicit existing clients via phone and email for information associated with their research samples, and will enter this information into an existing database via wizard or Excel.

### Minimum Qualifications

The ideal candidate is outgoing and is able to clearly communicate both in writing and verbally with research scientists, MDs, technicians, and coworkers. Excellent organizational and record keeping skills are a must. Knowledge of Excel, Word, and basic biology required. Experience with databases a plus. Preference given to those with coursework in immunology or genetics.

Must have Washington State Work Study.

### Educational Benefits

Scientific knowledge gained while working in this fast paced company may include: immunology, genomics, hem/onc immunology, database structures. You may also gain improved excel and communication skills.

### **How to Apply**

Send resume and cover letter to [CAREERS@ADAPTIVEBIOTECH.COM](mailto:CAREERS@ADAPTIVEBIOTECH.COM) and reference AssistantProjectCoordinator

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Job Number: 70ADBI01 | Category: Science & Health | Program: | Reimbursement Rate: 70%