

## Work Study Job Description

<b>Job Title</b>	Student Lab Assistant
<b>Department Name</b>	Pediatrics
<b>Job Location</b>	UW Campus Health Sciences Building
<b>Pay Rate</b>	\$10.10 - \$12
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Tanya Harrell
<b>Phone Number</b>	206-221-3849
<b>Email Address</b>	tharrell@uw.edu
<b>Website</b>	
<b>Box Number</b>	356320

### Nature of Organization

Dept of Pediatrics

### Duties and Responsibilities

Join an active group studying the genetics of health-related conditions such as birth defects and chronic diseases of childhood.

- Assist with preparation of correspondence, routine forms, reports and publications.
- Prepare and mail specimen collection kits.
- Review medical records and summarize clinical data.
- Scan research charts.
- Perform general office duties such as filing, shredding, faxing, and copying.
- Assist in the organization and tracking of research samples.
- Perform routine lab maintenance tasks, such as dusting, washing lab equipment, and taking inventory of lab supplies.
- Other general office and lab duties as assigned.

### Minimum Qualifications

Must complete UW HIPAA training on confidentiality of patient health information within one week of hiring date. Must be able to work during regular business hours. Microsoft Office and Excel. Mac and PC proficient.

### Educational Benefits

This is an opportunity for a student to work in a clinical research setting and lab experience. The student will receive hands-on experience in the day-to-day operations of clinical research studies.

**How to Apply**

Contact Tanya Harrell at [tharrell@uw.edu](mailto:tharrell@uw.edu)

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Job Number: PEDI06 | Job Class: 0875 | Category: Science & Health | 51% Comp. To Classified: y | Program:  
Federal