OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

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

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