

Work Study Job Description

Job Title	Research Assistant-Hagopian
Organization Name	Pacific Northwest Diabetes Research Inst
Job Location	Capital Hill
Address	720 Broadway Seattle WA 98122
Pay Rate	\$10.00 - \$10.00
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Angela Boucher
Phone Number	206-860-6777
Email Address	aboucher@pndri.org
Website	http://www.pndri.org

Nature of Organization

Pacific Northwest Diabetes Research Institute (PNDRI) is a 50 year-old nonprofit biomedical research institute working to prevent, treat, and cure diabetes and its complications.

Duties and Responsibilities

This position is responsible for entering data, preparing batch mailings, answering incoming calls, making periodic calls to research study participants, organizing and stocking supplies and providing support to research staff. Duties include: brief phone calls to research study participants, preparing subject materials and charts, administrative tasks including copying and mailing study materials, and data entry using FileMaker Pro.

Minimum Qualifications

Strong communication skills and the ability to interact effectively with research study participants over the phone. Working knowledge of computers, including the ability to use e-mail and the internet.

Educational Benefits

Students will get office experience and improved communication skills. Students will also get opportunities to work on multiple computer software programs.

How to Apply

Send a resume and cover letter to hr@pndri.org

