

## Work Study Job Description

<b>Job Title</b>	Computer & Data Management Asst.
<b>Department Name</b>	Evans School of Public Affairs
<b>Job Location</b>	Parrington Hall
<b>Pay Rate</b>	\$14 - \$16
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	40 hrs/wk, 19 hrs/wk
<b>Contact Supervisor</b>	Michelle Birdsall
<b>Phone Number</b>	206-221-6032
<b>Email Address</b>	birdsall@uw.edu
<b>Website</b>	
<b>Box Number</b>	353055

### Nature of Organization

The Evans School of Public Affairs is dedicated to enhancing the capacity of leaders and managers in the public, nonprofit, and private sectors

### Duties and Responsibilities

This position specifically involves four tasks:

1. Accessing (typically via public websites and archives), saving electronic copies, and systematically organizing a large amount of public policy documents. This step will likely involve writing a program to automate portions of this process.
2. Using RTextTools to autocode these documents, which involves puTTY, winSCP, R, and Amazon Machine Images.
3. Reporting progress and output to a policy group on a regular basis.
4. Developing and maintaining a lab manual that details the processes and results of the above.

### Minimum Qualifications

Computer programming experience with a basic knowledge of Linux. Good working knowledge of Microsoft Office software. Ability to work independently, efficiently, and provide high-quality replicable results.

### Educational Benefits

Opportunity to learn and/or practice working with high tech equipment. Opportunity to learn about public policy research and analysis in a dynamic team-oriented environment.

**How to Apply**

Email Michelle Birdsall at [birdsall@uw.edu](mailto:birdsall@uw.edu) with your resume of experience and a letter of interest.

---

Job Number: ESPA04 | Job Class: 0875 | Category: Technology | 51% Comp. To Classified: n | Program: State