OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Research Office Assistant
Department Name	Department of Rehabilitation Medicine
Job Location	Health Sciences Building - Division of Physical therapy
Pay Rate	$10 - $13
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Ellen McGough
Phone Number	206 543 5381
Email Address	emcg@uw.edu
Website	
Box Number	356490

Nature of Organization
The Division of Physical Therapy is housed within the Department of Rehabilitation Medicine. Faculty are involved in teaching and research related to rehabilitation. We are located in the Health Sciences Building.
Duties and Responsibilities
Assist our research coordinator and faculty in preparing materials for research projects. Work hours are flexible between 8:00 AM and 5:00 PM, M-F. General description of job responsibilities: Office duties: copying, scanning, filing, updating computer files, preparing and mailing packets to research subjects Computer work (Office - Word, Excel) to update forms and enter information into spreadsheets. Study preparation: prepare subject folders, prepare equipment and space for subject testing, inventory and restock equipment.
Minimum Qualifications
Basic proficiency in computer applications (PC or MAC). Working knowledge of Word and Excel.
Educational Benefits

Exposure to physical therapy clinical and research careers. Participation in research related to rehabilitation of individuals with disabilities due to injury, congenital conditions and neurodegenerative conditions. Opportunity to work on research projects with a variety of faculty members within the division of physical therapy.
How to Apply
Contact Ellen McGough, PT, PhD via email (emcg@uw.edu)

Job Number: RMED02 | Job Class: 0875 | Category: Science & Health | 51% Comp. To Classified: y | Program: Federal