**DEADLINE: Friday, June 9, 2017**

**Research Assistant Position (50% FTE)**

**Summer Quarter 2017**

We are recruiting for a Research Assistant in the Department of Biobehavioral Nursing & Health Informatics to support Dr. Kerryn Reding. One major responsibility is assisting the research team in conducting a case-only analysis. Secondary responsibilities may also be added from time to time. The RA’s time will be spent working with Dr. Kerryn Reding (20 hours per week) on current research.

**Roles and Responsibilities of the RA include:**

Research Assistant will work with the faculty to provide assistance and support in advancing the research project.

* Manage the IRB application, oversee IRB process, including modifications and approval
  + Review and modify study materials
  + Ensure the study is following IRB-approved protocol
* Manage study recruitment
  + Coordinate recruitment efforts with Valley Medical Center staff
  + Enroll participants, including the consenting process
  + Monitor study recruitment progress
* Coordinate clinical visits, group visits, patient follow-up
  + Oversee clinic visits at the Prevention Center
  + Be the liaison for communications with the Prevention Center and YMCA
* Perform study management
  + Monitor participant progress through the end of study
  + Work to ensure participant completion of all study tasks
* Attend study meetings and maintain regular and prompt communication with the study team
* Oversee research assistants on the projects
  + Assign tasks to student volunteers
  + Monitor progress of those tasks
* Perform additional study-related duties
  + Contribute to and submit study reports
  + Submit manuscripts for publication

**Qualifications:**

The ideal candidate will have:

* past experience in the roles described above, including recruitment, consenting, IRB submission
* Bachelor’s in a health related field
* Strong writing abilities

**Duration:** Summer Quarter 2017: pay period runs June 16, 2017 – August 15, 2017. Exact dates and hours of employment will be arranged between the RA and faculty.

**Applications: Submit your resume and a cover letter (two separate files, with your last name in the file names) indicating how you meet the qualifications to:** <https://catalyst.uw.edu/collectit/dropbox/pdi/40602> **by June 9, 2017 at 5pm. Please contact Paul Isaac at** [**pdi@uw.edu**](mailto:pdi@uw.edu) **with any questions or problems.**

**Employment conditions:**

Your appointment classifies you as an Academic Student Employee (ASE) and is governed by a contract between the UW and UAW Local 4121: <http://www.washington.edu/admin/hr/laborrel/contracts/uaw/contract/preamble.html>

* You can elect to join the UW/UAW Academic Student Employee (ASE) union.  For more information, refer to the Union contract details on the site: <http://www.washington.edu/admin/hr/laborrel/contracts/uaw/contract/a28.html>
* In order to maintain eligibility for your appointment and its benefits, you must be enrolled in at least 10 credits (or 2 credits during the Summer Quarter).

Note: Non-U.S. citizens hired to perform teaching duties must (1) meet English language proficiency requirements and (2) participate fully in the International Teaching Assistant Program at the Center for Instructional Development and Research (CIDR). Documentation will be requested prior to appointment.

The University of Washington is an equal opportunity, affirmative action employer. To request disability accommodation in the application process, contact the Disability Services Office at 206.543.6450 / 206.543.6452 (TTY) or [dso@u.washington.edu](mailto:dso@u.washington.edu)