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

**Winter 2018**

The University of Washington is recruiting a Research Assistant for the Uniform Chart of Accounts COA) for Public Health study, part of the Public Health Activities and Services Tracking (PHAST) project. The Uniform COA study uses a practice-based approach to develop a method for reporting programmatic financial data in a way that 1) allows comparisons and 2) can be used to determine the total cost of providing public health activities and services at the local (county) level.

The Uniform COA Research Assistant student will support the PHAST Uniform Chart of Accounts research team. This student assistant will focus on providing technical accounting assistance to study participants in state and local public health agencies, assisting with research, and validating and coordinating the receipt of data from study participants. This is a 50% FTE position and based in Seattle. The Research Assistant will report to the Principal Investigator, Dr. Betty Bekemeier.

**Key Responsibilities and Tasks of the Research Assistant include:**

* Attend team staff meetings
* Respond to participant questions in a timely and coordinated manner
* Document participant questions and coordinate overarching issues with research team
* Develop technical assistance materials for participants as necessary
* Assist with research activities including interviews, survey design, analysis and dissemination for peer-reviewed journals and conferences

**Required Qualifications, Skills and Experiences:**

* An understanding of accounting/finance
* Functional knowledge of public sector accounting, auditing procedures, and research methods
* Strong quantitative analytic skills
* Strong written and oral communication skills
* Experience with qualitative data analysis

**Desired Qualifications, Skills and Experiences:**

* Experience in or desire to learn qualitative and participatory research methods
* Interest in public health systems and finance

**Terms of Employment:**

This position will be for 3 months (December 16, 2017 through March 15, 2018).

**Applications:**

* A cover letter and CV should be emailed to Dr. Betty Bekemeier ([bettyb@uw.edu](mailto:bettyb@uw.edu)) by 5:00 pm. on December 14, 2017.

**Employment conditions:**

This appointment is classified 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)