The University of Washington READi Lab (Research on Early Autism Detection and Intervention), directed by Dr. Wendy Stone, has an outstanding opportunity for a full-time Research Study Assistant.

Under the supervision of Dr. Stone, the Research Study Assistant will work on a community-based study that aims to improve earlier access to specialized intervention for toddlers with Autism Spectrum Disorder (ASD) from Hispanic and low-income families. Through this project, community providers (i.e., early intervention/learning providers) will receive training on ASD screening and ASD-specialized intervention, and parent reports of their well-being, experiences with the healthcare system, and their toddler’s behaviors will be gathered before and after the trainings are provided. The Research Study Assistant will work in a team environment that includes Dr. Stone, a research scientist, a lab coordinator, graduate students, other research study assistants, and undergraduate research study assistants. Interested applicants must apply at https://bit.ly/2OGhALE. Applicants are also welcome to email readijob@uw.edu with inquiries as well (please reference job #156665).

Lead Responsibilities:

- Conduct behavioral assessments with toddlers in English or Spanish (as needed)
- Conduct phone screenings with parents in English or Spanish (as needed) to determine study eligibility
- Prepare recruitment materials and conduct recruitment activities
- Conduct informed consent process with parents in English or Spanish (as needed)
- Review Spanish translations of study documents for grammatical correctness and cultural appropriateness
- Assist with community outreach and engagement to promote study
- Monitor and execute scheduled survey data collection for community providers and families
- Schedule, coordinate, record, and distribute minutes for internal meetings with UW research collaborators
- Assist with the maintenance of REDCap databases
- Complete data entry and provide summary reports and regular updates
- Provide technical assistance to community providers regarding their use of a web-based screening tool
- Assist with preparation and revision of study materials for the Institutional Review Board
- Oversee training of undergraduate assistants and volunteers on study protocols
- Assist with outreach activities
Requirements:

- Two years of college-level course work in a relevant academic area AND one year of appropriate experience in a behavioral lab OR equivalent education/experience
- Fluency in Spanish
- Excellent verbal, written, and interpersonal communication skills
- Excellent organizational skills and ability to manage multiple priorities and timelines
- Ability to work with colleagues in a way that enhances collaboration and team building

Desired:

- Bachelor’s degree in psychology or a related academic area
- Proficiency in Microsoft Office Suite, particularly Word, Excel, PowerPoint, Publisher, and Outlook
- Experience managing/editing websites
- Experience working with service providers in community settings
- Experience working with young children with autism and their families
- Experience with telemedicine
- Proficiency in SPSS