

## Research Study Assistant at the University of Washington School of Medicine

The Department of Psychiatry and Behavioral Sciences (PBSCI) within the UW School of Medicine is recruiting for a **Research Study Assistant**. Under the supervision of Dr. Jill Locke, the Co-Executive Director of the School Mental Health Assessment, Research, and Training (SMART) Center, the Research Assistant provides support for behavioral science research studies involving human subjects. Activities include taking a supporting role of one or more school-based research projects with community partners, including the development and monitoring of research procedures; responsibility for quality assurance systems to accomplish research goals; contribution to the analysis of research study results and the preparation of reports for review boards, funders and publication. This position will primarily support the *RUBI in Educational Settings* intervention trial in public schools.

### RESPONSIBILITIES

1. Support data collection efforts in schools
2. Support the identification and recruitment of human subjects for multiple SMART Center projects including outreach to school partners
3. Help schedule human subject activities (interviews, focus groups, electronic surveys). Monitor workflow for field activities
4. Ensure timely data entry and cleaning
5. Support the preparation of human subject applications, writing and editing technical reports and manuscripts for publication or presentation

### MINIMUM REQUIREMENTS

1. Two years of college-level course work in a relevant academic area AND one year of appropriate experience Or equivalent education/experience.

### DESIRED QUALIFICATIONS

1. Experience working with individuals with autism or interest in implementation science methods
2. Experience with research interviews and administering electronic surveys
3. Experience working with public schools
4. Ability to effectively communicate with study participants and community partners
5. Strong organizational skills and ability to meet competing priorities
6. Knowledge of software applications including proficiency using MS Office (Outlook, Word, Excel & Access); REDCap; Qualtrics; SPSS; NVivo
7. Committed to attracting and retaining a diverse staff, the University of Washington will honor your experiences, perspectives and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming

If you are interested, please apply here by 04/28/2023:

<https://uwhires.admin.washington.edu/eng/candidates/default.cfm?szCategory=jobprofile&szOrderID=220392&szCandidateID=0&szSearchWords=&szReturnToSearch=1>