

# Work Study Job Description

<b>Job Title:</b>	CEER Program and Research Assistant
<b>Department:</b>	Environmental and Occupational Health Sciences
<b>Location:</b>	4225 Roosevelt Way NE
<b>Remote:</b>	No
<b>Pay Rate:</b>	16.69 - 17.69 / hour
<b>Employment Period:</b>	Academic year
<b>Hours Per Week:</b>	Up to 19 hours per week
<b>Contact Supervisor:</b>	Nicole Errett
<b>Phone Number:</b>	2068971555
<b>Email Address:</b>	nerrett@uw.edu
<b>Website:</b>	<a href="https://deohs.washington.edu/CEER">https://deohs.washington.edu/CEER</a>
<b>Box Number:</b>	Box 354695

## NATURE OF ORGANIZATION

The University of Washington Collaborative on Extreme Event Resilience (CEER) works to build community resilience to disasters and climate change. We bring together researchers, scholars, practitioners, policymakers and community-based organizations to create and evaluate evidence-based health policies and practices that reduce health risks related to our changing climate and disaster events, including earthquakes, hurricanes and wildfires. CEER is part of the UW Department of Environmental & Occupational Health Sciences.

## DUTIES AND RESPONSIBILITIES

This position will work with and assist CEER staff, graduate students and faculty in the administration and day-to-day operations of the lab and projects they manage. Duties include: assist with monitoring program email accounts; provide administrative support; maintain and update program websites and social media accounts; support meetings and events including making room reservations, developing agendas and coordinating meeting logistics, ordering food, sending calendar invites and reminders, and taking and distributing meeting notes; and assist with research projects, including literature reviews, data entry, data analysis, drafting and editing manuscripts, formatting references, and other administrative tasks as needed.

## MINIMUM QUALIFICATIONS

Proficient in use of MS Office applications, strong proofreading, editing, and writing skills desirable. Hours are flexible and may include a combination of both telework and onsite during regular business hours between 8:00 am and 5:00 pm, and very occasional evening events and meetings. Must demonstrate the ability to ensure accuracy and follow projects, tasks, and assignments through to completion. Familiarity with website design and social media communications and/or willingness to learn. Prior research experience and/or project management experience is desirable. Good time management skills and ability to manage and prioritize several projects with competing deadlines. Dependability and ability to work independently are critical.

### **EDUCATIONAL BENEFITS**

Student will gain project management, communications and research skills in a lab with diverse projects and teams. They will expand their skill sets using different software packages common in research settings, including Word, Excel, RedCap and NVivo. They will gain experience engaging with different stakeholders, as well as knowledge about public health, disasters and climate change.

### **HOW TO APPLY**

Please send a resume and cover letter (each document should be no longer than one page in length) to Dr. Nicole Errett (nerrett@uw.edu).