

CASE WESTERN RESERVE UNIVERSITY

REQUEST FOR STUDENT EMPLOYEE

NOTE: Please use a separate request for each position to be filled.

ALL SECTIONS MUST BE COMPLETED

X Academic year Summer 2016

Department: Child and Adolescent Psychiatry

Location: W.O. Walker Building

Phone: (216) 844-2669

Contact person: Linda Marsh

Email: Linda.Marsh@uhhospitals.org

Position/Job Title: Research Assistant

Description: RESEARCH ASSISTANT position opportunity for individual with Federal Work Study seeking experience in psychiatric/psychological research. Position is with the Department of Child and Adolescent Psychiatry and research focuses on treatment for youths with substance use issues. Ideal candidate is interested in professional development toward future graduate school or employment in psychology or medicine.

Required Skills: Ideal applicant has strong spoken and written communications skills and is comfortable making phone calls to outside organizations, high personal motivation, self-management, and detail-orientation; ability to take responsibility in meeting deadlines and making progress under moderate supervision. Familiarity with Microsoft Office software suite (e.g. EXCEL, Word), capacity and interest to learn new software, research methods is critical, experience maintaining websites preferred. Applicant is able to work routines quickly under the mentorship of staff and is flexible in responding to a dynamic work load. Applicant has high motivation to engage in and manage a wide range of intellectual and physical work and has the ability to share responsibilities and rewards with a networked team of coworkers, including off-campus affiliates, faculty, staff, and fellow students. This position is at University Hospitals Department of Psychiatry and will require the assistant to work during regular business hours (9a-5:30pm). Assistant may occasionally come in contact with patients, physicians, and other staff. A strong sense of professionalism is required. Sophomore or junior standing is preferred.

Hourly Rate: \$10

Hours required: ____ X Daytime Evening Weekend Holidays (to be approved by SEO)

Position is for: X Work Study ____ Non-Work Study ____ Undergraduate ____ Graduate
