**Student Assistant – Maternal-Child Mental Health Program Support**

**Position Announcement**

**University of Washington - Department of Psychiatry & behavioral Sciences**

# About this Job

The UW Department of Psychiatry has an excellent opportunity for a motivated student to support our Maternal-Child Mental Health Program. The candidate will support the implementation of our “Project ECHO” intervention and related projects that aim to increase providers’ access to specialty maternal-child mental health subject matter expertise.

# Duties and Responsibilities:

* Data collection, entry, and reporting
* Support program evaluation and quality improvement activities
* Develop and distribute clear and actionable meeting agendas and minutes to ensure productive meetings and accurate documentation
* Coordinate information flow between stakeholders
* Prepare handouts, agendas, educational materials, and schedules
* Coordinates the development and preparation of marketing and promotional plans and materials
* Event planning & coordinating
* Continuing medical education coordination

# Qualifications (Required Experience, Knowledge and Skills)

COMMUNICATION

* Excellent written and spoken communication skills
* Excellent interpersonal skills, including the ability to listen carefully, empathize, and communicate judiciously in a diverse and multicultural environment

ORGANIZATIONAL EFFECTIVENESS, ACCOUNTABILITY, and INITIATIVE

* Strong time-management and organizational skills
* Excellent attention to detail and accuracy
* Demonstrated ability to problem-solve independently, effectively, and collaboratively
* Demonstrated ability to manage concurrent complex tasks with flexibility and accountability

OFFICE/TECH SKILLS

* Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)

# Desired Experience, Knowledge and Skills:

* Currently pursuing a Master’s in Public Health, Social Work, Psychology or equivalent
* Strong project management skills
* Knowledge of program evaluation
* REDCap knowledge
* Grant writing knowledge

# About University of Washington - Department of Psychiatry and Behavioral Sciences

The Department of Psychiatry and Behavioral Sciences is an integral component of the UW School of Medicine and it shares UW Medicine’s Mission to ‘Improve the Health of the Public.’ We strive to accomplish this by providing the best care we can today, conducting research to develop better treatments for tomorrow, and inspiring and training the next generation of health care professionals for the Pacific Northwest. Our core values include openness, transparency, integrity, engagement, collaboration, and mutual respect. We embrace and value diversity in all of its aspects. The department is the third largest department within the School of Medicine and has a $78 M operating budget. Department faculty members provide clinical services and teach at health care facilities in the Puget Sound area and at several rural locations in the WWAMI region (Washington, Wyoming, Alaska, Montana, and Idaho). The department also has a robust research portfolio nearly $35 M annually in sponsored projects. Educational programs include a required medical student clerkship for 240 medical students per year at 30 sites across the WWAMI region, a nationally competitive psychiatry residency with more than 70 psychiatry residents in Seattle and in two regional residency tracks in Idaho and Montana, subspecialty fellowships in addiction, child and adolescent, consultation-liaison, and geriatric psychiatry, a nationally renowned scientist-practitioner psychology internship program, and post-doctoral clinical and research fellowships.

# Position Information:

**Location**

University, Washington, United States of America

**Compensation**

TYPE

Paid

PAY RATE

Not Specified

DURATION

Temporary / Seasonal

**Employer Preferences**

ALLOWED SCHOOL YEARS

Masters

ALLOWED MAJORS

All Healthcare Technology, Health/Hospital Administration, Sociology, Social Work/Human Services, Counseling, Psychology, Public Health, Language Arts Education, Education Administration, Early Childhood Education, Higher Education, Agriculture Education, Special Education, Secondary Education, Mathematics Education, Elementary Education, and Health & Physical Education majors

WORK AUTHORIZATION REQUIREMENTS

US work authorization is required

**Application Info:**

<https://app.joinhandshake.com/jobs/2759057>