

## **Behavioral Research and Therapy Clinics Volunteer Office Assistant**

The University of Washington Behavioral Research and Therapy Clinics (BRTC)—a clinical research center that develops and improves effective and pragmatic treatments for individuals with severe, complex, and treatment-resisting mental disorders—has an opening for a Volunteer Office Assistant.

### **DUTIES:**

Provide consistent clerical support to Administrative Coordinator, Director, and other members of clinical psychology research and training lab. As directed by Administrative Coordinator, tasks will include:

- Picking up, sorting, and distributing mail from Guthrie Hall to BRTC.
- Responding to inquiries, referrals, and requests regarding clinical/research services via phone and email.
- Scanning, photocopying, and filing materials as directed by Administrative Coordinator.
- Occasionally formatting Microsoft Word and Excel documents.
- Maintaining and organizing office filing system.
- Tidying up Director's office, wiping down furniture and surrounding areas as needed, restocking printer paper, shredding confidential materials, throwing out recyclables from bin.
- Communicating by text or email to Director's home personal assistant for assistance with material pickups from office to home.
- Printing and creating travel materials for Director.
- Filing and organizing books/DVDs/VHS tapes in Volunteer Office Assistant's and Director's offices.
- Assisting Director in navigating computer/technical issues if needed.
- Tracking fundraising address database.
- Preparing monthly thank-you donation letters for Director to sign.
- Assisting with planning and carrying out monthly lab social functions.
- Assisting with yearly strategic planning conference on UW campus.
- Providing general clerical support to lab members as needed.
- Maintaining client confidentiality and adhering to clinic privacy policies.
- Providing support to Video Library.
- Completing other tasks as needed.

### **MINIMUM REQUIREMENTS:**

- Available for 5-9 hours per week.
- High school graduation (or equivalent) and one year of applicable clerical experience, or equivalent education/experience.
- Experience with Microsoft applications, including Outlook, Word, and Excel.
- Responsible, organized, and detailed-oriented, with good problem-solving skills and self-initiative.
- Able to work independently with minimal oversight.
- Must be able to work independently as well as within a team environment.
- Excellent written and oral communication skills.

### **DESIRABLE:**

- One-year commitment.
- Interest/familiarity with psychology and research. Experience working with difficult clients.
- Ability to work with clients who are emotionally disturbed, demanding, and potentially suicidal.
- Ability to work in a busy and high-pressured environment with changing priorities.

**To learn more, please email Jeremy Eberle, Research Coordinator, at [jeberle@uw.edu](mailto:jeberle@uw.edu).**