Title: Student Assistant/Database Support

The UW Population Health Institute’s Evaluation Research Group works in partnership with community, tribal and governmental organizations collaborating through the development, implementation and evaluation stages of their programs. Our projects focus on substance abuse prevention and treatment, maternal and child health, school-based health, correctional health and related areas. We use a broad range of methods, from qualitative and descriptive techniques to complex experimental and quasi-experimental trials. We also engage in rigorous intervention research design and evaluation.

Website: http://uwphi.pophealth.wisc.edu/

Location: 5901 Research Park Blvd, Madison. There is free parking. Our office is about a five minute walk from Madison Metro’s West Transfer Point.

Salary: $10.00-$15.00/hour

Start date: January 2016

We offer flexible work hours to accommodate class schedules.

Primary Duties:

This position will help create and maintain relational databases for various grant programs using Microsoft Access and/or Filemaker. These grant programs require that data be collected from multiple sources and combined for evaluation and federal reporting purposes. Duties will include creating new and/or altering existing databases, creating user-friendly data entry forms, and accompanying reports and queries to fit the needs of program evaluators. Duties may also include data entry and importing existing data.

Requirements:
Strong organizational skills are required. Must be self-motivated, enthusiastic, and detail-oriented. Must have experience creating a database, forms, and reports in Access and/or Filemaker. Able to work 10-15 hours a week during the school year. The candidate will be expected to set up a regular weekly schedule at our Research Park location.

If interested, send your resume by December 30, 2015 to:

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