

Statistical Assistant (Program Assistant III) AD-22495

About Us

Fred Hutchinson Cancer Research Center in Seattle, Washington, home of three Nobel laureates, is an independent, nonprofit research institution dedicated to the development and advancement of biomedical research to eliminate cancer and other potentially fatal diseases. Recognized internationally for its pioneering work in bone-marrow transplantation, the Center's four scientific divisions collaborate to form a unique environment for conducting basic and applied science. The Hutchinson Center, in collaboration with its clinical and research partners, the University of Washington and Children's Hospital and Regional Medical Center, is the only National Cancer Institute-designated comprehensive cancer center in the Pacific Northwest. Join us and make a difference.

About the Department

Fred Hutchinson's Public Health Sciences Division houses the Clinical Coordinating Center for the Women's Health Initiative, or WHI, one of the largest National Institutes of Health-funded studies ever conducted in women. This 15-year, multimillion-dollar study, established in 1991, involves more than 160,000 women nationwide, including some 3,500 in Washington.

Job Summary

Provide support to the Statistical Unit in the Women's Health Initiative Clinical Coordinating Center. Assist with development and production of statistical reports, tables and graphs for papers and publications as well as routine study operation data. Responsible for clerical support of unit.

Job Duties

- Organize the production and assist in the design and development of statistical reports (specifically tables and spreadsheets).
- Produce tables and figures using Microsoft Word and Excel.
- Check numerical tables for accuracy.
- Organize and document electronic files and hard copies on an ongoing basis.
- Clerical duties include proofreading materials, photocopying, faxing, organizing and scheduling meetings and events, and managing tracking systems.
- Create and update PowerPoint presentations.
- Perform online library searches and retrieve journal articles.
- Assist with checking data files in preparation for web release.

Qualifications

Bachelor's degree or Associate's degree with relevant experience. Minimum of 3 years of administrative experience required, preferably in a research or medical setting. Proficient computer skills including word processing, spreadsheets and graphical displays using advanced Microsoft Word, Excel and PowerPoint features. The desired candidate will possess strong interpersonal, organizational, and verbal and written communication skills, as well as demonstrate an acute attention to detail.

Programming and experience working with databases and knowledge of basic statistics are preferred, but not required. Interest in medical research desired.

To Apply

For more information about the position and to apply, please visit the Fred Hutchinson Cancer Research Center website at www.fhcrc.org and search for **Job# AD-22495**.