Position: Data Entry Specialist

The Tidal Energy Research Team, part of the Jenkins Research Team, is currently designing and implementing a large mail survey to better understand Washington residents’ views on tidal energy. This is part of a larger National Science Foundation project on Sustainable Energy Pathways. The data entry specialist would work within the diverse research team, be immediately supervised by the graduate student working on the project, and report to Dr. Stacia Dreyer. This position is ideal for undergraduates looking to gain more experience working within a research setting, however graduate students will also be considered.

Hours and Location: 15 – 19.5 hours/week in the UW School of Marine and Environmental Affairs

Pay rate: $15/hr

Start date: negotiable – beginning of June

End date: Early August with the possibility to extend position into the school year for internship or undergraduate independent study credits

Job requirements
1. Accurate Data Entry Skills – ability to enter data into spreadsheet with speed and accuracy
2. Strong Attention to Detail
3. Proficient in Microsoft Word and Excel
4. Dependable and Reliable
5. Ability to work independently

Preferred qualifications
1. Past experience with data entry, coding, and cleaning
2. Experience working with SPSS
3. Interest in marine renewable energy
4. Past courses in statistics and social science methodology

The data entry specialist will be responsible for entering data from the survey into SPSS or Excel. The specialist will create the SPSS database, with variable names and labels which correspond to the survey code book. SPSS training will be provided for otherwise qualified candidates. The specialist will engage in continuous error checking with team members through a process of entering a specified percent of the total data twice. The specialist will also be responsible for other tasks related to or in support of data entry, coding, and cleaning.

To apply, send your cover letter (1 pg) and resume/CV (2 pg max) to Dr. Stacia Dreyer, sdreyer@uw.edu by 5/20/15. The Jenkins Research Team encourages applications from female, first generation/low-income, ethnic/racial minority, and/or other under-represented minority groups. Dr. Stacia Dreyer is a McNair alumni; students connected with the McNair and Early Identification Programs are also encouraged to apply. Future research mentorship for undergraduate students is a possibility after the position has ended.

University of Washington is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.