



ACCORDS

ADULT AND CHILD CONSORTIUM FOR HEALTH OUTCOMES
RESEARCH AND DELIVERY SCIENCE

UNIVERSITY OF COLORADO | CHILDREN'S HOSPITAL COLORADO

Student Job Description Form

1. Position Title: Student Assistant

2. Specific Duties (which support this level):

The student assistant will provide general office support to ACCORDS various research and educational projects. General tasks include, but are not limited to:

- Conducting literature searches; retrieving journal articles
- Creating poster for conferences
- Developing and maintaining research databases
- Entering and tracking data
- Collating mailings
- Light typing, copying, organizing files
- Assembling project materials
- Deliveries to Building 500
- Other clerical duties as identified

3. Reporting Responsibilities:

- a. Position reports to: Kayla LaPerriere HR Manager
(Name) (Title)
- b. Contact Information: UPI Suite 300 303-724-8456
(Office location) (Phone number)

4. Qualifications:

- Current graduate student; must provide verification of enrollment
- Excellent time management and organizational skills
- Competent with Microsoft Office software, including Word, Excel, Access, and Outlook, and Reference Manager
- Must be team-oriented, flexible, and self-motivated
- Must possess ability to work independently

5. Pay Rate: \$13.50 - \$15.00