

**DEPARTMENT OF HEALTH SERVICES  
POSITION ANNOUNCEMENT  
SUMMER 2021**

**Payroll Title:** Student Assistant (Hourly)  
**Supervisor:** David Grembowski  
**FTE:** n/a (hourly at 19.5 hours a week)  
**Dates:** June 21, 2021 – August 31, 2021  
**Hourly Rate:** \$25  
**Budget:** 65-3227

**Position Purpose (Overview):**

The UW Center for Health Innovation & Policy Science (CHIPS) seeks to hire one graduate level student to research and write two state health policy briefs during the summer for dissemination to community partners and policymakers in the state of Washington. Production and dissemination of objective, evidence-based policy briefs support CHIPS' mission to improve health across communities and the lifespan through innovation, evaluation, and training in health policy and health systems science, with a focus on health equity.

**Position Responsibilities/Specific Tasks:**

- High importance: write/complete two policy briefs; for each brief:
  - Develop an outline of the brief for a specified policy issue
  - Identify and review the relevant literature
  - Present the written outline/citations to senior faculty mentors for content feedback
  - Prepare the draft health policy brief for faculty review
  - Edit and revise drafts to address faculty comments and complete final policy brief
  - Work with design staff to resolve any content issues resulting from layout/design
- Medium importance:
  - Prepare citation database
  - Create graphics for policy briefs

**Minimum Education:**

- Master's student or PhD student in the Department of Health Services

**Minimum Requirements:**

- Excellent writing skills
- Experience writing policy briefs, memos, and/or focused research reports on health services related topics
- Experience performing health services literature reviews
- Demonstrated ability to research assigned topics
- Ability to work independently with minimal guidance and as part of a team

**Conditions of Employment (travel, unusual hours, etc.):**

- Attend all zoom meetings, respond timely to emails, complete weekly deliverables

**Job Location:** UW Seattle Campus (Remote)

**Eligibility:**

- Must be a matriculated student during the employment period stated above
- Student must meet minimum enrollment requirements in accordance with UW Employment and Administrative Policies, Chapter 104

**To Apply:** Go to <https://forms.gle/RJpmYr69eGYsoUNLA>, complete the form, and upload the requested materials:

- Current UW transcript (unofficial, PDF)
- Resume or CV
- Cover letter
- Candidates to provide a writing sample

Please label all of your documents with your last name first. Questions can be directed to Hellen Mwithiga ([mhellen@uw.edu](mailto:mhellen@uw.edu)).

**Deadline:** Submit your application materials by **Wednesday, May 19, 2021**.

**Acceptance:** If offered the position, the candidate must accept within one week.

**Notification:** Those candidates not hired will be notified via email.

Equal Opportunity Statement for Employment: 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.

To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 / 206-543-6452 (tty) or [dso@uw.edu](mailto:dso@uw.edu).