●                    Performing simple, routine or repetitive research duties.

●                    Following detailed instructions in the collection and arrangement of data.

●                    Conducting simple interviews, taking measurements, and performing simple library searches.

●                    Preparing simple graphs and tables.

●                    Entering basic data into computers.

●                    Maintaining simple records.

●                    Performing basic laboratory procedures.

●                    Performing other related duties as assigned or required.

This position will report to *insert department* and *insert title of supervisor/manager.*

This position will work *insert days and hours per week.*

Priority will be given to students who have completed a year of *insert course(s*).

**Required Qualifications:**

Applicants must be reliable, responsive, willing to take direction and follow guidance

Applicants must have a professional demeanor and the ability to effectively communicate with a diverse population in Applicants must have a professional demeanor and the ability to effectively communicate with a diverse population in person or via phone.

Applicants must be detail oriented and able to enter data and prepare documents with accuracy.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is  contingent upon successful completion and passing of a background check prior to beginning employment.**