**Job Opportunity**

**Student Transcriptionist for Environmental Health Focus Groups**

**Job Posting Close:** Sunday, October 21, 2018

**Location:** Seattle, WA

**Pay:** $18/hour

**Schedule:** Approximately 24 hours between November 2018 and January 2019. The dates below are approximate. There is flexibility in hours/schedule to accommodate the transcriptionist’s course schedule and demands.

* Focus Group 1 Transcription: 11/8 to 11/15 (6 hours)
* Focus Group 2 Transcription: 11/29 to 12/6 (6 hours)
* Focus Group 3 Transcription: 1/8 to 1/15 (6 hours)
* Focus Group 4 Transcription: 1/22 to 1/29 (6 hours)

**General Description:** The Pacific Northwest Agricultural Safety and Health Center (PNASH) is developing educational materials promoting well water testing based on focus groups with residents in the Lower Yakima Valley. Up to four focus groups will be conducted between November 2018 and January 2019. We will conduct both Spanish-language and English-language focus groups. An individual in this position will transcribe the audio recordings from the focus groups. The audio recordings will be one hour in length and need to be transcribed within seven days of receipt. The transcriptionist will work remotely and needs access to a computer and the internet. Translation of the transcriptions will not be required.

**Duties and Responsibilities:**

* Transcribe Spanish audio files to Spanish text and English audio files into English text.
* Ensure transcripts follow formatting guidelines.
* Ensure transcripts are accurate by comparing audio and text.
* Communicate quality issues to Project Managers.

**Requirements:**

* Two years of college education, or equivalent experience.
* Professional interpersonal, written, and oral communications skills.
* Excellent oral and written language skills in Spanish and English.
* Access to a computer, Microsoft Office or Google Drive, internet, and email.
* Excellent typing skills (at least 60 WPM).

**Preferred Qualifications:** Previous transcription experience and familiarity with Mexican and/or Central American Spanish.

**Application Instructions:** To apply, please submit a cover letter and resume to Kori VanDerGeest (kvanderg@uw.edu) by 11:59 PM, Sunday, October 21, 2018.

**Organizational Mission:** The [Pacific Northwest Agricultural Safety and Health (PNASH) Center](http://deohs.washington.edu/pnash/) serves Alaska, Idaho, Oregon, and Washington, in reducing occupational disease and injury among agricultural operators, workers and their families, in the farming, forestry, and fishing industries. Our emphasis is on injury and illness research and prevention for vulnerable populations such as hired/contract workers and children. The PNASH Center is housed within the University of Washington School of Public Health’s Department of Environmental and Occupational Health Sciences. PNASH is one of a network of ten national centers with foundational support from the National Institute for Occupational Safety and Health/CDC. PNASH’s current 5-year portfolio includes projects in pesticide exposure, heat-related illness, animal handling, pediatric asthma, forest restoration, and commercial fishing.

**Project Description:** This PNASH pilot project will be developing educational materials that promote nitrate well water testing among families in a Lower Yakima Valley communities using theory-based message mapping. Researchers will conduct focus groups to identify the determinants of well water testing, including knowledge and health beliefs. Message mapping will be used to integrate focus group findings, health behavior theory, and environmental health information from publicly available agency resources to improve the persuasiveness and cultural relevance of messaging. The project will be guided by a committee composed of local environmental health stakeholders in the Lower Yakima Valley.