# Volunteer Service Description

## Position Title: SIMR Research Volunteer

Old Tavern Building

## Issue Date: 08/20/14

### Supervisor of volunteer: Dorothy Wullenwaber and Aly Iwamura

<table>
<thead>
<tr>
<th>Service:</th>
<th>The Sutter Institute for Medical Research (SIMR) provides scientifically based studies and research that assist the medical center in how care is delivered to our patients. The volunteers will assist the staff with daily duties of the research offices.</th>
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</thead>
<tbody>
<tr>
<td>Objective:</td>
<td>The main priority of the volunteer is to assist the staff with a variety of duties that will aid them in fulfilling the SIMR objective of providing excellent research services. The volunteer will have the opportunity to observe the professional and social interaction in a medical setting.</td>
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<td>Hours:</td>
<td>M-F 8-5pm</td>
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<td>Qualifications:</td>
<td>Friendly positive attitude. Works well with patients and staff. Takes direction well.</td>
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<td>Training:</td>
<td>Hospital orientation and specific departmental orientation.</td>
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<td>Competencies:</td>
<td>Strict adherence to confidentiality Phone etiquette</td>
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| Responsibilities: | - Answer phones  
- Assist staff with scheduling meetings  
- Assist with making submission packets for study review  
- Assist coordinators with research study paperwork filing  
- Deliver documents  
- Assist with data entry  
- Archive research records  
- Assist with putting together research binders  
- Make copies and scan material as needed  
- Assist staff with Word, Power Point, Excel, Outlook office programs  
- Assist staff with laboratory preparation (stocking, cleaning...)  
- Assist with special projects |