

Job Title:**Research Assistant, College of Biosciences and Health Professions (CBHP)****Job Description:**

This is a part-time, temporary, and hybrid (*both on-campus & remote*) position. The Research Assistant will support the CHSU faculty-directed research projects by providing general administrative support. This position will report to the Associate Dean of the college (CBHP) and work closely with other members of the CHSU faculty to assist in research activities as needed.

Reports to:

Associate Dean, College of Biosciences and Health Professions

Classification:

Staff, Part Time, Non-Exempt

Essential Duties:

- Assist with literature searches
- Provide accurate data collection
- Generate reports detailing data generated
- Statistical review of data
- Assist in writing draft abstracts, manuscripts, preparing posters and other documents
- Other duties as assigned.

**Qualifications/
Education:****Education:**

Must be a CHSU MSBS Graduate

Skills & Experience:

- Superior organizational skills and detail orientation; ability to multi-task and work with deadlines; keep track of multiple projects and ensure timely follow-up;
- Self-motivated, and able to work independently with minimal supervision;
- Strong research and analytic skills;
- Ability to maintain confidentiality, exercise good judgment and act professionally, sensitively, and with a high level of discretion;
- Ability to anticipate needs and work proactively;
- Excellent communication, including the ability to maintain good relations with the university community;
- High proficiency with technology, including Apple and PC hardware and Microsoft Office software;
- Proficiency with Google Apps, Microsoft Office suite, in particular Microsoft Outlook and Excel.

Compensation:

CHSU offers a competitive benefits and compensation package. Salary range for this position is \$20.00 per hour, maximum of 10 hours per week, for 6-8 weeks

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Research Assistant MSBS Graduate** in the subject field of the email.

CHSU is an Equal Employment Opportunity (EEO) employer. CHSU complies with the Employment Eligibility Form (i-9) requirements.