

Job Title:	Research Assistant, College of Osteopathic Medicine
Job Description:	This is a part-time, temporary, hybrid (on-campus and remote) position. The Research Assistant supports CHSU faculty-directed research projects by providing administrative and research support. The position reports to the Assistant Dean of Research and works closely with faculty on a variety of research activities.
Reports to:	Assistant Dean of Research
Classification:	Staff, Part Time, Non-Exempt
Essential Duties:	<p>You may have a short paragraph here about the essential duties, along with bullet points:</p> <ul style="list-style-type: none"> • Assist with data collection, interviews, and literature searches • Maintain accurate research records and generate summary reports • Assist with basic statistical review of data • Support preparation of abstracts, posters, and other research documents • Perform other related duties as assigned
Qualifications/ Education:	<p>Education:</p> <ul style="list-style-type: none"> • Must be a CHSU student in good standing in the OMS-I class • Must agree to NOT use employed time to work on ongoing coursework from PRHS projects <p>Skills & Experience:</p> <ul style="list-style-type: none"> • Strong organizational skills, attention to detail, and ability to manage multiple tasks • Ability to work independently and maintain confidentiality • Strong communication and interpersonal skills • Proficiency with Microsoft Office (Outlook, Excel) and Google Apps • 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 80 hours

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** in the subject field of the email.