Research Assistant (2) positions, UAS 1034
Department of Public Health

Salary Range: $15.00-20.00/hour

Work Schedule: This is a part-time position, part-time position; 10-20 hours per week; non-exempt position. This position is not eligible for benefits. This is a temporary appointment expiring on or before June 30, 2021, contingent upon the availability of funds.

Position Overview: Under the direct supervision of the Principal Investigator, and the project coordinator, the Research Assistant will participate in various research activities. Salary, research expectations and work deliverables will also be adjusted based on current academic level (current student, undergraduate degree, graduate degree) and previous research experience. Team meets weekly via online. All current research work is performed remotely.

Essential Functions: The RA will be responsible for the weekly deliverables to support research efforts. Duties include but are not limited to:

- Conduct community outreach and recruitment
- Conduct literature review and health material inventory collection
- Create and modify educational or promotional material (fliers, fact sheets, brochures, etc.)
- Facilitate in material dissemination to academic and public communities
- Assisting with data collection (qualitative and quantitative), analysis, and scientific writing
- Conduct educational presentations
- Helping with data collection and electronic filing various documents/materials
- Attend trainings, weekly meetings, and workshops with University and/or research partners
- Assist the project coordinator and PI, in various aspects of research data development, collection, analysis, and dissemination
- Assist the program coordinator and PI when needed
- Fulfill other duties as assigned

Requirements:

- Must submit an unofficial transcript to determine student eligibility.
- Must have good academic standing in their degree program (3.0 GPA, graduate or undergraduate).
- Work independently with minimal supervision, with much attention to detail.
- Self-starter with good initiative to complete tasks without prompting.
- Strong computer skills using Microsoft Office Suite (strong Excel and Adobe Creative Suite knowledge is a plus).
- Strong working knowledge of English grammar, spelling, punctuation and proofreading; writing and editing skills.
- Some working experience with data analysis, results preparation, and/or manuscript writing
- Must have access to the internet to access email, research documents, and other correspondence.
- Strong desire in being participating in research training, working in a team environment, and writing.
**NOTE:** It is important that the RA be invested in the project, as he/she is an ambassador for communities of color that we are interacting with.

The incumbent must demonstrate an interest or ability in working in a multicultural/multiethnic environment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the UAS. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current UAS employees who apply for the position.

Review of applications/resumes will begin on February 17, 2021 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

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