

## **Research Assistant, Dean's Office College of Nursing and Health Professions**

**Start Date:** October 1, 2018 (or shortly thereafter)

**Hours:** 5 to 10 hours a week, some weeks will have no hours.

Reporting to the Dean of the College of Nursing and Health Professions, the Research Assistant will focus on assisting the Dean with the backend research required to develop the 5<sup>th</sup> edition of her book *Successful Grant Writing, 4th Edition: Strategies for Health and Human Service Professionals*. Please send resume and cover letter to Kate Clark at [koc23@drexel.edu](mailto:koc23@drexel.edu) by Friday, September 28, 2018.

Responsibilities include the following:

- Perform literature searches and reviews
- Abstract and synthesize information from program or regulatory documents, reports, and articles
- Compile and track information in spreadsheets and databases
- Summarize information using descriptive statistics, tables, and figures
- Support quantitative and/or qualitative analyses, including cleaning, organizing, and analyzing data
- Contribute to reports, briefs, memos, and technical assistance documents

Requirements:

- Masters or PhD student at CNHP
- Strong interest in qualitative and/or quantitative research methods
- Excellent written and oral communication skills
- Highly motivated, detail-oriented, and self-directed, with strong interpersonal skills
- Strong management and organizational skills, especially an ability to manage multiple tasks simultaneously
- Proficiency with Microsoft Word, Excel, PowerPoint (experience with other software, such as SAS, Microsoft Access, NVivo, or Atlas.ti is desirable)