

Research Assistant (Graduate Assistant)
Fall 2021 Semester
Job Description

Job Title: Research Assistant
Department: College of Nursing
Reports To: Dr. Horng-Shiuann Wu, PhD, RN
Dates: August 16 – December 31, 2021
Appointment Schedule: 20 hours per week (1/2 time appointment)

Qualifications:

The responsibilities of the Research Assistant will be to support research faculty within the College of Nursing specific to scholarship activities. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Requirements:

- Independent judgment
- Ability to communicate with supervisors
- Ability to meet deadlines
- Ability to function independently
- Accuracy in telephone and email messages
- Proofing, accuracy, accountability, and responsibility for own work
- Knowledge and/or experience
- Computer skills, including word processing, and statistical software (SAS, SPSS)
- Writing ability
- Following policies and procedures of the College of Nursing
- Communication skills
- An interest in scientific training consistent with the ongoing work of the faculty member
- Ability to communicate effectively with faculty, staff, other research personnel
- Ability to help prepare research reports

Specific Responsibilities:

- Check email and phone messages
- Operate ordinary office machines and equipment such as computer, copier, and fax machine
- Perform other related tasks as requested
- Literature searches using PubMed & other search processes
- Prepare written summaries of articles
- Complete drafts and find information needed for IRB documents
- Compile and summarize information needed for reports or tables for manuscripts
- Prepare research materials needed by faculty members
- Assist with preparing paper or poster presentations for professional meetings
- Assist with finding information about university & college resources
- Perform with research specific activities

Education and/or Experience:

- Completion of Bachelor's Degree in nursing or a related field (desired, but not required).
- Certificate of completion of the MSU Human Subjects IRB tutorial (per MSU policy).
- Certificate of completion of the MSU Health Team Patient Protection and Affordable Care Act (HIPAA) training.
- Understanding of the scientific method

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

Communication / Interpersonal Relationships, Interacts With:

- Potential participants and study participants – provide information, coordinate, and answer questions
- Peers – in order to discuss problems, exchange information
- Student employees – answer questions
- Faculty / Researchers – in order to discuss memos, assignments, and report findings
- Administrators – in order to exchange information necessary to position

Interested students should email a letter of interest and CV to: Dr. Horng-Shiuann Wu, PhD, RN at wuhorngs@msu.edu.