



OAKWOOD UNIVERSITY
EMPLOYEE SERVICES/HUMAN RESOURCES

NOTICE OF AVAILABLE POSITION

POSITION: Research Assistant

DEPARTMENT: Office of Research

STATUS: Regular Full-time (38 hours)

QUALIFICATIONS:

Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.

- Minimum of Bachelor's degree required. Master's degree preferred.
- Basic experience in research-data collection and data presentation.
- Knowledge and proficient skill level in Microsoft platform software.
- Excellent mental, interpersonal skills.
- Excellent written and oral communication skills.

BRIEF DESCRIPTION OF DUTIES:

- Designs research surveys and administers the surveys upon approval.
- Demonstrates a significant level of intellectual input into the design of a project.
- Participates in writing, editing, and proofing of research proposals, annual reports, and manuscripts for publication.
- Recruit and/or interview subjects as needed for research.
- Collect and analyze data. Summarize project results.
- Maintain accurate records of research subjects.
- Interviews, safeguarding the confidentiality of subjects, as necessary.
- Communicates results and collaborates with supervisor.
- Prepares figures and diagrams for presentations and publications.
- Prepares materials related to IRB/OUACUC/Biosafety meetings.



- Provides ready access to all data to the researcher/supervisor.
- Performs other work-related duties as assigned.

SALARY: Commensurate with education and experience

POSTING DATE: May 2022

CLOSING DATE: Opened until Filled.

HOW TO APPLY: Interested persons must submit employment documents electronically:

- Download the application in **Google Chrome**
- Open application in **Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

REQUIRED DOCUMENTS:

Completed Employment Application
Vita/Resume
Copy of Degree/transcript

Email: Hroffice@oakwood.edu

Oakwood University participates in 

****OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER****

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