Research Study Assistant – WSU IMPACT Lab

Title Details
Employee Type
Non-student, hourly, temporary
Remote work possible

Position Details
Summary of Duties
This position will provide support for grant- and contract-funded prevention projects (e.g., Evidence-Based Programs Registry (EBP) and Community Prevention and Wellness Initiative (CPWI)) within the Improving Prevention through Action (IMPACT) research lab. This position will assist with research and scholarly tasks including but not limited to conducting literature reviews, synthesizing data, and helping to prepare reports, presentations, and manuscripts when needed.

Essential Duties
Research Assistance - 90%
• Assist in the day-to-day research tasks assigned on the project, which may include but are not limited to: literature reviews, collecting data, cross walking data or other project information, helping to synthesize study findings.
• Attend project meetings via Zoom.

Other – 10%
Other duties as assigned.

Position Qualifications
Required Qualifications:
Two years of college-level course work in a relevant academic area.

Additional Requirements
Preferred Qualifications
• Bachelor’s degree in relevant academic area (e.g., human development, public health, social work, etc.)
• Knowledge and understanding of prevention science and the risk/protective factor framework
• Knowledge of and experience working with evidence-based prevention programs.
• Experience working in a research environment.
• Strong proofreading skills, and strong attention to detail.
• Experience working with internet applications.
Knowledge, Skills, Abilities or Competencies

- Ability to organize, coordinate, and manage multiple competing deadlines.
- Proficient with MS Office software, including Word, Excel, Teams and Outlook.
- Proficient with videoconferencing software such as Zoom.
- Proficient with Google Drive, Docs, and Sheets.
- Must have strong written/oral communication and organizational skills and the ability to work independently and as part of a team.
- Work hours must be flexible within the 9-5pm Monday through Friday time period.
- Skills in carrying out clearly defined procedures.
- Ability to analyze complex issues, conduct thorough and appropriate fact finding inquiries, and reason logically.
- Ability to effectively handle multiple, complex issues in a timely manner.
- Commitment to Diversity – an appreciation of the benefits of a diverse workplace and willingness to take actions to enhance the diversity of WSU.

Mental Requirements

- Ability to simultaneously address multiple complex problems
- Ability to multitask without loss of efficiency or accuracy, including the ability to perform multiple duties from multiple sources.
- Ability to work and sustain attention with distractions and/or interruptions
- Ability to maintain regular attendance and be punctual.
- Ability to understand, remember and follow verbal and written instructions
- Ability to complete assigned tasks without direct supervision.
- Ability to exercise independent judgment and make decisions.

Supervisory/Lead Responsibilities

Does this position lead the work of others? No.
Does this position supervise the work of others? No.

Additional Information

Area/college: College of Agriculture, Human, Natural Resources (CAHNRS)
Department: Human Development
FTE: 10-15 hours/week employee
Permanent/Temporary: Temporary
Compensation: Dependent on experience
Position Term in months: 8, dependent on funding
City, State, Zip: Pullman, WA, 99164
Background Check: This position has been designated by the department to require a background check.

Special Instructions to Applicants: Applicants must attach the following documents to their email application: 1) resume, 2) cover letter and 3) current academic transcript. Application materials should clearly communicate how the applicant meets all required qualifications and additional requirements. Applicants are required to include contact information for professional references within the application.

Please apply by email to Kelley Pascoe (kelley.pascoe@wsu.edu) by OCTOBER 8th, 2021.

Required Documents
Resume, cover letter, and current academic transcript

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WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

WSU is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521 (v), Washington State TDD Relay Service: Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509-335-1259(f), or hrs@wsu.edu.