

**William Jewell College
Department of Nursing
Student Worker Research Assistant**

Job Description

OFFICE OR DEPARTMENT: Department of Nursing

CONTACT PERSON: Kathran Jackson

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JOB TITLE: Research Assistant

JOB DESCRIPTION: Responsible for assisting the Administrative Assistant with daily duties involved in serving the department faculty and students. Responsibilities may include but are not limited to the following:

- Assist faculty in research including:
 - IRB Process
 - Database Searches
 - Data Retrieval
- Copy requests
- Filing
- Word processing, document creation

NUMBER OF HOURS PER WEEK: 8-12

WORK DAY SCHEDULE: Flexible schedule negotiated between student and faculty, days, evenings, weekends.

SEMESTER(S) OF EMPLOYMENT: Fall and spring semesters

WAGE RATE:

- X \$7.85 [FY or SO rate]
- X \$8.10 [JR or SR rate]
- \$8.15 per hour [position requires special skills]

NOTE: STUDENTS MAY NOT WORK DURING REGULARLY SCHEDULED CLASS TIME. IF CLASS IS CANCELLED OR DISMISSED EARLY, THE STUDENT MUST PROVIDE DOCUMENTATION FROM THE FACULTY MEMBER BEFORE BEGINNING WORK.

REQUIRED SKILLS:

X	Ability to work in office setting	X	Interpersonal skills	X	Computer skills
X	Ability to adhere to scheduled work hours	X	Understanding of database searches	X	Organization and time management skills
X	Ability to accept and follow through with instructions	X	Maintain confidentiality	X	Typing/data Entry
X	Clerical/filing	X	Effective Communication	X	Work independently
X	Self-motivation and initiative				

Other, please specify: Honest, reliable and flexible team player

Additional Information: