**Research Aide**
Student Worker IV
44712BR

**Job Description**
The Global Center for Applied Health Research (GCAHR) in partnership with the Southwest Interdisciplinary Research Center (SIRC) at the ASU Downtown campus has one **Research Aide** position open for up to 20 hours a week. Tasks include data collection, data entry, data analysis, survey administration, translation of documents (English/Spanish), and reporting. The position will require comfort with SPSS, Excel, PowerPoint, and Google Docs, strong writing skills, good organizational skills and attention to detail, flexibility, and the ability to meet tight deadlines.

**Student Recruitment Type**
Student Hire Hourly

**Department Name**
Global Ctr Applied Hlth Rsrch

**VP Code**
VP/EXEC VICE PROV DPC

**Campus/Location**
Campus: Downtown Phoenix

**Full-Time/Part-Time**
Part-Time

**Scope of Search**
Open

**Grant Funded Position**
This is a grant funded position. Continuation is contingent on future grant funding.

**Salary Range**
$12.30 - $15.00 per hour; DOE

**Close Date**
31-August-2018

**Essential Duties**
- Data collection from existing data sources, data entry, and analysis.
- Survey administration, technical support, organization, and analysis.
- Meeting logistics.
- Assistance with report writing, translation of research documents (English/Spanish), creating data visualizations, and editing.
- Literature review; Compiling bibliographies.
- Other general research tasks.

**Minimum Qualifications**

This classification is limited to teaching/research assistants type work or those positions requiring highly specialized skills and/or technical knowledge.

**Desired Qualifications**

- Current Ph.D. or masters student.
- Experience working with quantitative and qualitative data.
- Experience working in SPSS.
- Field of study in the social sciences or health fields.
- Bilingual (English/Spanish) – 100% in both verbal in written forms.

**Working Environment**

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse.
- Required to stand for varying lengths of time and walk moderate distances to perform work.
- Regular activities require the ability to quickly change priorities, which may include and/or are subject to resolution of conflicts.
- Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.

**Department Statement**

The Global Center for Applied Health Research (GCAHR) mission is to globally increase the capacity of local communities to improve the health and overall well-being of children, youth, and families through the development and implementation of appropriate evidence-based interventions and the expansion of community capacity for their delivery.

The Southwest Interdisciplinary Research Center (SIRC) is a Specialized Center of Excellence conducting transdisciplinary minority health and health disparities research, training and community outreach. Our mission is to generate use-inspired knowledge through Community-Based Participatory Research on the cultural determinants of health in order to prevent and reduce the burden of health disparities in the overall quality of life of communities of the Southwest.
ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobac cofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.