

## Research Assistant at Michigan State University

### Position Summary

The Women's Health during Midlife study at Michigan State University is seeking a full-time Research Assistant I. The Research Assistant I will oversee a research project funded by the National Institute of Mental Health (NIMH) that explores changes in ovarian hormones as well as behavior, mood, and other psychological experiences during midlife and menopause in women. The Research Assistant I will be responsible for coordinating research and laboratory operations in order to meet research goals; consulting with research supervisors in order to assist in planning and designing experiments and achieving recruitment goals, completing IRB revisions and renewals, running lab meetings, and coordinating with data manager; acting as a resource person to internal and external individuals regarding research projects including training and supervising undergrad volunteers, temp/on-calls and students; overseeing budgets and assisting with writing annual report.

### Unit Specific Education/Experience/Skills

Knowledge equivalent to that which normally would be acquired by completing a four-year college degree program in the specific field of research employment, Psychology, or other related science fields; one to three years of related and progressively more responsible or expansive work experience in standard laboratory procedures and safety requirements and performing analytical and research techniques in an area related to research being performed; may require software specific to the area of research; or an equivalent combination of education and experience. The position may require special licensing or certification in the field related to the area of employment.

### Desired Qualifications

Excellent interpersonal and management skills; strong computer skills, including word processing; familiarity with Microsoft Word and Excel and SPSS software; familiarity with the Internet and email; strong writing and proofreading skills; excellent organizational skills; including the ability to multi-task, excellent attention to detail and problem-solving skills; strong verbal communication skills; ability to work independently and interdependently.

### Equal Employment Opportunity Statement

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, age, disability or protected veteran status.

### Required Application Materials

A cover letter indicating why the candidate is interested in the position

Resume or CV

List of three references with contact information

### Together-we-will Statement

The university is requiring all MSU students, faculty and staff to be vaccinated against COVID-19 with limited exceptions. Learn more at: <https://msu.edu/together-we-will/>

## Work Hours

STANDARD 8-5

## Description of End Date

This is an off dated position funded for one year from the date of hire with possible extension contingent upon funding renewal.

## Remote Work Statement

MSU strives to provide a flexible work environment and this position has been designated as remote-friendly. Remote-friendly means some or all of the duties can be performed remotely as mutually agreed upon.

**Apply Here:** <https://careers.msu.edu/en-us/job/512302/research-assistant-i>