VACANCY ANNOUNCEMENT

POSITION TITLE

Research Assistant - TEMPORARY Full-time, grant funded position - Letter of Appointment

RESPONSIBILITIES

Assist Executive Director and Research Analysts to conduct and coordinate research activities within the scope of the Nevada Institute for Children's Research and Policy. Duties will include design, implementation, collection and management of research and data; data cleaning, sorting and analysis; literature reviews; writing reports, surveys and publications; oral presentations; collaboration with community and project partners; and grant-writing and development. This position will be required to work on multiple grant funded research projects related to public health.

QUALIFICATIONS

Minimum Qualifications: A qualified candidate will have a minimum of a Master's in a related social science with an emphasis on research/statistics. Additionally, the candidate must have a minimum of two years related experience. The candidate should have the ability to coordinate and conduct social science and/or evaluation research; knowledge of research methods, quantitative and qualitative data analysis, human subjects protections and database development; excellent computer skills in word processing and data management; proficient experience with SPSS; and excellent written and verbal communication skills.

Preferred Qualifications: Bilingual in Spanish (written and oral); knowledge of GIS mapping software, ArcGIS.

SALARY RANGE

Salary commensurate with experience and contingent upon funding.

TERM

This is a TEMPORARY, full-time, grant funded position. The position will begin in January 2010 and will end June 30th, 2010.

APPLICATION DETAILS

Submit a letter of interest indicating the POSITION TITLE, a detailed resume listing qualifications and experience, the names, addresses, and telephone numbers of at least three professional references who may be contacted, and a writing sample preferably from a past research related project. Applicants should fully describe their qualifications and experience, with specific reference to each of the minimum and preferred qualifications because this is the information on which the initial review of materials will be based. The review of materials will begin December 14th, with an anticipated start date of early to mid January 2010. Documentation may be emailed to:

Denise Tanata Ashby - denise.tanata@unlv.edu
Or sent via postal mail at:
   Nevada Institute for Children's Research and Policy
   4505 Maryland Pkwy, Box 45-3030
   Las Vegas, NV 89154-3030

Specific questions may be addressed to Denise Tanata Ashby at denise.tanata@unlv.edu or
call (702) 895-1040.

UNLV is an Affirmative Action / Equal Opportunity educator and employer committed to
excellence through diversity.