Project Assistant/Research Assistant

The University of New Mexico’s, College of Nursing is looking for an experienced, detail-oriented Project Assistant to work up to 10 hours per week. The selected candidate will manage large datasets, create and maintain datasets, perform data quality checks, complete literature searches, and organize references. Additional tasks include developing and editing a variety of documents such as memos, flyers, brochures and invitations. This position demands excellent administrative, computer, organizational, and customer service skills as well as attention to detail. It will initially require working on campus so that the data can be collected and accessed.

This position requires attention to detail and ability to follow established procedures accurately. The successful candidate will have a basic knowledge of biology and scientific research methodology and the ability to collect and process research data and accurately record findings. This position will report to the primary investigator on public health preparedness related grants.

Campus
Health Sciences Center (HSC) - Albuquerque, NM

Pay
$17.00 to 21.00 per hour

Application Instructions
A complete application will include:
1) Cover letter
2) Resume
3) Contact information for three supervisory references with one being your most current employer.

Please submit your complete application via email to MatMontoya@salud.unm.edu.

The University of New Mexico is committed to hiring and retaining a diverse workforce. We are an Equal Opportunity Employer, making decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability, or any other protected class.