1. Name of Organization or Department: Institute for Health and Social Policy - Dept. of Health Policy & Management - Bloomberg School of Public Health

2. Student Position Title: Research Assistant

3. Number of positions: 1

4. Application details (what would you like your applicant to provide you with?):

   - Cover letter: ☑ Yes □ No
   - Resume: ☑ Yes □ No
   - References: ☑ Yes □ No    How many references: 1

   Other information:

   Contact Information (who should the applicant contact?):

   Name: Dr. Sandra Newman; profile    Title: Professor

   Method of contact: Email - sjn@jhu.edu

   Email preferred? □ Yes ☑ No

5. Brief context of the assignment – please include any relevant web links or other sources that students can research on their own to learn more about your organization and its work.

   Student Research Assistant will work with output from statistical analyses to assemble tables in Word for journal article publications.

   To learn more about IHSP, please visit: http://www.jhsph.edu/departments/health-policy-and-management/research-and-centers/institute-for-health-and-social-policy/index.html

6. Primary duties/responsibilities:
Work with output from statistical analyses to assemble tables in Word. Will create tables for journal article publications. Duties may include data cleaning measures to ensure accuracy of data. May conduct literature searches to support faculty in research efforts.

7. Proposed start date: **ASAP**

8. Required number of hours per week: will vary—30+ hours per week during summer; fall semester hours may reach 19 hours/week in peak work periods

9. Duration of the assignment (there are 15 weeks in a semester): **Open**

10. Preferred schedule – in order to work with students’ course load, flexibility is advantageous; a range of options is appreciated, but please be specific about any event or attendance requirements that are not negotiable. Please state hours of operation.

   **Flexible**

11. Specific skills/experience you are looking for – preferred vs. required will be helpful here. Feel free to state a preference for particular topics the student should have some familiarity with, or the level(s) of student (sophomore, junior, senior) you’d be open to hiring.

   Preferred level of student (select all that apply):
   - [x] Freshman
   - [x] Sophomore
   - [x] Junior
   - [x] Senior

   Skills (computer, graphic design, language, organizational, editing, etc.):

   **Required:**

   Must be meticulous with great attention to detail. Must possess the ability to learn new tasks and work independently with limited supervision. Little to moderate experience, technical knowledge, or previous training necessary, but it is helpful (i.e. data entry, work processor, etc)

   **Preferred:**

   Available compensation (this could include transportation reimbursement, a range of pay commensurate with experience, or none).

   **$10.00 per hour**