Position Title: Research Assistant  
Number of Positions: 1  
Department: Health Behavior and Society  
Supervisor: Lee Bone, Associate Professor  
Email: lbone@jhsph.edu  

Purpose of Job: To assist full-time faculty member in various projects including but not limited to health services research, community based participatory research projects in cancer and cardiovascular disease, grant development, literature searches and reviews, service learning programs, community-based health and organizations.  

Job Qualifications: Preference is for a work study student. Must be able to work independently, be familiar with Microsoft Word, PowerPoint, and Excel, and have proficiency in preparing reports and correspondence. Organizational skills are also required. Proficiency with search engines (internet and academic) is a plus.  

Description of Duties: Working closely with a full-time faculty member in the Department of Health Policy and Management at Johns Hopkins Bloomberg School of Public Health, you will be working on a variety of projects (see Purpose, above). A large portion of your work will involve transcribing notes, preparing grants and manuscripts, editing and proof reading. The duties also include coordinating meetings with faculty and students from across multiple health and human services graduate schools in the city, as well as members of the community and community based organizations. Self-starters and ability to work independently are highly desirable. Work hours are extremely flexible.  

Rate per hour: $8-10  
Hours per week: 6 – 10  
Employment Period: Open