



Research Assistant Job Description

The Center for Indigenous Health Research and Policy (CIHRP) at Oklahoma State University Center for Health Sciences is a leading research center for Indigenous health (www.indigenoushealth.com).

Our research funding totals more than \$10 million and focuses on improving American Indian, Alaska Native, and Native Hawaiian food systems to prevent and reduce cardiovascular disease and associated risk factors. We also house the Center for Indigenous Innovation and Health Equity, funded by the Office of Minority Health, which provides training in research and intervention science for American Indian and Alaska Native communities across the United States.

This position will provide essential support for research projects within the Center for Indigenous Health Research and Policy. The position will assist with human subjects applications and management as well as implementing study protocols. This position will assist with data management and collection, preparing manuscripts for publication, budget maintenance, and day to day study oversight.

Work hours must be flexible to include evenings and weekends when necessary.

This position is a grant funded position.

Environmental Hazards:

Typical office environment.

Physical Requirements:

Ability to lift and carry 8-10 pounds, stoop, reach, stand, walk, finger, grasp, feel, talk, hear, see, and perform repetitive motions with or without reasonable accommodations.

Required:

- Bachelor's degree in public health, biology, social work, or equivalent experience
- At least one (1) year of relevant experience
- Proficient with MS Office software, including Word and Excel
- Must have strong written/oral communication and organizational skills and the ability to work independently and as part of a team on multiple projects
- Possession of a valid and current driver's license by the time of hire

Preferred:

- Masters degree in public health, social welfare, or related field.

- Knowledge of and experience in working with American Indian and Alaska Native communities
- Experience working in a research environment
- Excellent proofreading skills, and strong attention to detail
- Experience working with internet applications

For more information or to apply, please email your resume and cover letter to Ms. Samantha Crewse, Grants Manager, Center for Indigenous Health Research and Policy:
Samantha.Crewse@okstate.edu.