

## **Research Assistant**

### **General Description:**

The Research Assistant will assist the Project Director and other faculty with data collection and management, literature reviews and manuscript preparation in work related to issues in the conduct of genetic research, and the use and interpretation of genetic test results.

### **The primary duties and responsibilities of the job:**

- Identification of relevant recent and current literature and policies
- Set up and monitor web-based searches / RSS feeds for relevant topics
- Maintenance of database of study references
- Update of database of companies providing direct-to-consumer genetic testing
- Conduct literature reviews and background research
- Assist in scheduling study interviews
- Assist with qualitative data analysis
- Coordination of project meetings
- Assist in manuscript preparation and submission

### **Qualifications:**

Bachelor's degree in related discipline. Current genetic counseling or MPH students encouraged to apply. Some related experience required. Additional education may substitute for experience; additional experience may substitute for education.

### **Special skills and knowledge:**

- Knowledge of and interest in genetics
- Some related practical experience in social science, public health, genetic, or biomedical research.
- Additional education may substitute for experience.
- Computer experience required, including a strong familiarity with Microsoft Office Suite.
- Excellent writing skills.
- Strong organizational skills.

**NOTE:** The successful candidate(s) for this position will be subject to a pre-employment background check.

### **How to apply:**

You must create a 'JHUjobs' account at [https://hrnt.jhu.edu/jhujobs/new\\_account.cfm](https://hrnt.jhu.edu/jhujobs/new_account.cfm)

Then go to the official job listing at [https://hrnt.jhu.edu/jhujobs/job\\_view.cfm?view\\_req\\_id=45460&view=sch](https://hrnt.jhu.edu/jhujobs/job_view.cfm?view_req_id=45460&view=sch), and scroll to the bottom of the listing where you can log in to JHUjobs and apply.