

Feinberg School of Medicine

Department of Psychiatry & Behavioral Sciences

**Part-Time Research Assistant Needed**

The Health Disparities and Public Policy Program at Northwestern University Feinberg School of Medicine (Chicago Campus) is seeking a research assistant to help us with the following tasks, 20 hours per week (week day hours only; schedule is negotiable) for the 2016-17 academic year. This is a temporary paid position. Duties will include:

* Conduct literature searches on specific questions, create tables of the literature, and prepare memos synthesizing information and summarizing findings
* Assist with preparation for presentations and meetings
* Assist with grant preparation and manuscript preparation (bibliography, table modifications, careful editing, on-line submissions)
* Administrative tasks (eg, prepare professional correspondence, edit, assist with committee work, prepare hard copies of electronic documents, schedule meetings, maintain files

**Preferred Qualifications:**

* BA or BS in social science or related field; Master’s degree preferred; 2 years experience conducting targeted literature searches and synthesizing discrepant findings; Command of Microsoft Word and aptitude for other Microsoft Office applications. Proven organizational skills; Self starter who is able to work independently.

If you are interested, please email your resume and a letter of interest to healthdisparities@northwestern.edu