

Work-Study Job Description

Job Title: Student Research Intern

Department Name: Clinical and Health Services Research

Hiring Supervisor: Steffany Moonaz

Hiring Supervisor's Email: steffanymoonaz@scuhs.edu

Rate of Pay: \$18.00 per

Average number of Work Hours per Week (cannot exceed 20 hours): 15

Location: Remote

Number of Positions Requested: 1

Job Description and Minimum Qualifications

Description:

The Student Research Intern will help to support the ongoing research activity conducted by SCU's Clinical and Health Services Research Department. In this role, students will gain exposure to diverse research projects and learn about the research process.

Minimum Job Qualifications

Candidates must have completed at least one full year of graduate study and possess excellent writing skills. At least one research-related course is preferred. This role requires time management, organizational skills, meeting attendance, consistent communication, and use of Microsoft 365 software (Word, Excel, Powerpoint, Teams), and work-study eligibility.

Job Duties and Responsibilities

- Tracking project progress and outcomes
- Disseminating summaries of research milestones for marketing purposes
- Piloting surveys for clarity and functionality
- Formatting tables and figures
- Reviewing and copyediting drafted research abstracts, manuscripts, and/or grant proposals
- File organization and storage
- Citation management and formatting
- Conducting basic literature searches
- Scheduling meetings
- Requesting and gathering support documents for grant proposals
- Searching for publicly available datasets

Educational Benefits/Learning Outcomes

- Increased research literacy
- Skill building in acquiring evidence related to a clinical or research question
- Developing knowledge of grant proposal development processes
- Gaining familiarity with current evidence in integrative health and related fields

Other requirements

- Office 365
- Zoom
- high speed Internet access
- strong interpersonal skills
- faculty letter of recommendation

To apply for this position, send your resume to: steffanymoonaz@scuhs.edu

SCU reserves the right to change the duties of the job description at any time.

SCU provides equal opportunity for all qualified applicants and does not discriminate based on race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, veteran status, or any other protected classification.