Part-Time Administrative Assistant in Research Center (20 hours/week)

Danielsen Center for the Study of Religion and Psychology

Duties:
- Provide clerical and administrative support for multiple research teams and other research center activities.
- Oversee data entry, verification, and storage for all research projects (including doing these tasks when student research assistants are not available).
- Assist in preparation of grant applications and other written products.
- Perform literature searches and funding searches in computer databases.
- Obtain books and articles through purchase, photocopy, and InterLibrary Loan.
- Develop and maintain bibliographic databases using Endnote software.
- Train and monitor student employees.
- Maintain confidential research data files in paper and electronic forms.
- Track research center finances and process payments and stipends.
- Light maintenance of computer software and user accounts (training provided).
- Maintain and order research center supplies.
- Interact with other Danielsen Institute and Boston University staff and departments as needed.
- (Depending on the individual hired, may include interviewing and data collection.)
- Related duties as required.

Qualifications:
- Bachelors degree required.
- Proficiency with MS Word, Internet Explorer, and email required. Typing 40+ wpm required. Familiarity with Excel, Access, and PowerPoint preferred. Ability to quickly learn new software (SPSS, Endnote, and others) required.
- Strong organization skills, including the ability to prioritize among multiple projects and to work independently.
- Strong interpersonal skills, including the ability to interact professionally with a wide spectrum of individuals and to handle confidential material responsibly.
- Fluent verbal and written communication skills in English.

Supervisor:  Dr. Brian McCorkle, Director
Danielsen Center for the Study of Religion and Psychology
The Danielsen Institute at Boston University
185 Bay State Rd., Boston, MA 02215
phone: (617) 358-2969          email: mccorkle@bu.edu

Salary and Benefits:
- 20 hours/week, $15/hour; no benefits, no paid time off.
- minimum commitment to work until May 2005. Longer employment negotiable.

More information: please visit our web pages for more information about
- Danielsen Institute <http://www.bu.edu/danielsen>
- Research center: <http://www.bu.edu/danielsen/items/items_avd.html>
- Dr. McCorkle <http://people.bu.edu/mccorkle>

(Revised 10/1/04)