

Job Description

Criminal Justice Program Research Assistant

Reports To: Richard Schoeberl

Job Overview: A student in this position will assist a criminal justice professor in carrying out a number of research projects that are in different stages. Thus, the job will allow the student to observe and participate in different stages of the research process, from the formulation and justification of a research question to the preparation and revision of articles for publication. Additionally, the student will assist in the day-to-day operations of the criminal justice program and assist members of the criminal justice faculty. The student will aid in administrative functions and general office duties, such as filing, scanning, duplicating, typing, preparing student folders, answering the phone and running errands.

Responsibilities and Duties: Student must be familiar with all aspects of CAMS and Moodle and be able to help with general office work and management of classes.

Qualifications: The student must be dependable, professional, and customer service oriented. Student must have good understanding of the writing process and knowledge of the conventions and mechanics of the English language. Students must possess good office level communication skills, basic key boarding skills, and must have a good working knowledge of Microsoft Word and Excel. The student should have the ability to make entry level decisions and a willingness to ask questions. The student should also demonstrate responsibility, initiative, timeliness, and the ability to work independently.