

JOB ANNOUNCEMENT

- Position:** Student Administrative and Research Assistant
- Hours:** 15% (6 hours/week) to 25% (10 hours/week); afternoons (12 noon – 6 p.m.) only
- Salary:** The current student assistant salary rate per hour, depending on experience and qualifications (approx. \$10.50/hour in 2017)

The Asian American Center on Disparities Research (AACDR) at the University of California, Davis, has an immediate opening for a Student Assistant. AACDR's mission is to examine how cultural factors affect response to mental health treatment and services. The center is the only national research center focused on examining mental health disparities in Asian American communities.

In this key role, the Student Assistant will provide administrative and project support to the center director, his staff, and center research faculty. This is an excellent opportunity for a highly self-motivated learner willing and eager to take on new challenges in a dynamic and fast-paced research environment.

The Student Assistant may assist with the administration of research studies that have theoretical and policy significance for Asian Americans and the mental health field. This position will provide a good introduction to mental health issues facing Asian American communities and a potentially rewarding experience for individuals interested in interdisciplinary social science research.

Duties:

- Provide administrative support to the AACDR faculty and graduate students.
- Provide administrative support to community-based clinical studies.
- Provide the following office-based services for AACDR: answer phones, direct guests, sort mail and faxes, and provide project support to center staff via assigned and ad hoc projects and tasks.
- Conduct literature reviews for projects.
- Record keeping and other clerical tasks.

Required Qualifications:

- Work-study eligible for the 2016-2017 and 2017-2018 academic years.
- GPA of 3.00 or higher.

Desired Qualifications:

- An interest in Asian American or ethnic minority mental health issues.
- Excellent communication skills (oral and written).
- Bilingual in English and an Asian language (preferably Cantonese or Vietnamese).
- Strong computer skills: Word, Excel, internet research and navigation, and email applications.
- Ability to coordinate multiple assignments, prioritize workloads, and problem solve.
- Superior organization and prioritization skills, with high initiative and follow through.
- Detail-oriented, organized, able to exercise good judgment, efficient, and punctual.
- Availability to occasionally work on the weekend and early evenings.

- CA driver's license, insurance and vehicle for off-site tasks.

Application Procedure:

The position is available as of **April 3, 2017**. **Applications will be accepted until Friday, March 31, 2017**. E-mail a cover letter, resume, unofficial copy of your transcript, and your 2017 Spring Quarter schedule to:

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