



Cory J. Cascalheira, BA  
Doctoral Candidate  
College of Health, Education, and Social Transformation  
Department of Counseling and Educational Psychology  
New Mexico State University  
Las Cruces NM, 88003-8001

### HIRING RESEARCH ASSISTANT – PSYCHOLOGY

<b>Position Classification Title</b>	Admin Asst, Asse
<b>Position Classification Code</b>	T5001
<b>Job Family / Pay Level</b>	Administrative/Clerical, 02
<b>Hourly Wage</b>	\$16.05 per hour, 10 hours per week
<b>Exempt Status</b>	Non-exempt
<b>Position Summary</b>	<ul style="list-style-type: none"><li>• Learn and use research skills to assist with a project studying stress and stigma among LGBTQ+ people who use social media</li><li>• Gain knowledge and experience in artificial intelligence and digital health</li></ul>
<b>Temporary Position</b>	Work for 9 weeks or 16 weeks
<b>Position Location</b>	Remote
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"><li>• High School diploma or GED certificate</li><li>• One (1) years of experience related to the standard duties as outlined</li><li>• Completion of a post-secondary degree or certificate may substitute for years of experience</li><li>• Must have Microsoft applications (e.g., Word, Excel), a Google account, a Facebook/Twitter/X account (or willing to create them), Zoom or Microsoft Teams, and reliable high-speed internet</li><li>• Must be interested in multicultural psychology</li></ul>
<b>Preferred Qualifications</b>	<ul style="list-style-type: none"><li>• Bachelor's degree in psychology, sociology, public health, or a closely related discipline</li><li>• Experience with qualitative analysis</li><li>• Experience with participant recruitment</li><li>• Strong writing and communication skills</li><li>• Completion of CITI certificate training in research ethics</li><li>• Background in working with LGBTQ+ people</li></ul>

#### How to Apply:

- Email cover letter and CV/resume to [coryjc@nmsu.edu](mailto:coryjc@nmsu.edu)
- In the cover letter, please speak to your experience with research, your experience working with LGBTQ+ people, and your career goals
- Individuals from minoritized backgrounds are strongly encouraged to apply

#### Purpose of Classification:

Under direct supervision and weekly team meetings, performs a variety of administrative and research duties for the research project Computational Methods Investigating Psychosocial Stressors (CMIPS), which require a range of skills (e.g., participant requirement, qualitative analysis, interviewing, interpersonal effectiveness) and a knowledge of research organizational policies and procedures. Assists and directs participants, and resolves administrative problems and inquiries; composes, edits, and proofreads correspondence and reports; prepares a range of research documents; and assists with aspects of psychological research.

**Standard Duties:**

- Conducts qualitative interviews and focus groups under supervision.
- Transcribes audio recordings.
- Analyzes transcripts using team-based coding software.
- Develops and maintains recruitment databases.
- Performs participant outreach.
- Establishes, maintains, processes, and updates files and records.
- Performs a wide variety of typing assignments which are sometimes confidential in nature.
- Operates personal computer to enter data, draft, edit, revise, and print letters, tables, reports, and other materials.
- Arranges meetings and conferences, schedules interviews and appointments, and performs other duties related to maintaining one or more individual schedules.
- Performs a range of staff and/or operational support activities.
- Works with participants and potential participants in an ethical manner.
- Resolves routine administrative problems and answers inquiries concerning activities and operations of research project.
- Performs miscellaneous job-related duties as assigned.

**Knowledge, Skills and Abilities:**

- Knowledge of administrative and clerical procedures.
- Skill in records maintenance; skill in the use of operating basic office equipment; word processing and/or data entry skills; organizing and coordinating skills; receptionist skills.
- Skill in analyzing qualitative data, conducting interviews, and recruiting participants or strong potential to gain such skills rapidly.
- Ability to perform simple accounting procedures.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain calendars and schedule appointments.
- Ability to understand and follow specific instructions and procedures; ability to maintain confidentiality of records and information.
- Ability to create, compose, and edit written materials.