

Job ID 524506**Full/Part Time****Location** Modesto A. Maidique Campus**Close Date** 08/25/2021**Regular/Tem...** Temporary [Add to Favorite Jobs](#) [Email this Job](#)

About FIU

Florida International University is Miami's public research university, focused on student success. According to U.S. News and World Report, FIU has 42 top-50 rankings in the nation among public universities. FIU is a top U.S. research university (R1), with more than \$200 million in annual expenditures. FIU ranks 15th in the nation among public universities for patent production, which drives innovation, and is one of the institutions that helps make Florida the top state for higher education. The [Next Horizon](#) fundraising campaign is furthering FIU's commitment to providing students Worlds Ahead opportunities. Today, FIU has two campuses and multiple centers, and supports artistic and cultural engagement through its three museums: [Patricia & Phillip Frost Art Museum](#), the [Wolfsonian-FIU](#), and the [Jewish Museum of Florida-FIU](#). FIU is a member of [Conference USA](#), with more than 400 student-athletes participating in 18 sports. The university has awarded more than 330,000 degrees to many leaders in South Florida and beyond. For more information about FIU, visit www.fiu.edu.

Job Summary

The Community Based Research Institute Department is currently seeking a Temporary CBRI Research Assistant to join their team of professionals. The Community-Based Research Institute is currently seeking a Temporary Research Assistant as part of the FIU Research Center in Minority Institutions project to join their team of professionals. Under supervision performs a variety of general non-laboratory research tasks to assist investigators in the collection, verification, compilation, and dissemination of research information as part of the FIU-RCMI.

Duties include:

- Performs a variety of routine research duties to assist investigators in gathering and compiling research information to accomplish project deliverables.
- Prepares screening assessments for key personnel and community partners in the research project.
- Assists with setting up surveys and other research protocol instruments.
- Enters information into a database. Track project related information in multiple databases, ensuring that all information is accurate and up to date.
- Searches library and FIU research reference materials for necessary research information.
- Prepares and maintains files of research materials. Compiles and edits research related documents.
- Assists in the compilation and distribution of reports related to research findings.

Job Category

Temporary

Minimum Qualifications

High school diploma with four (4) years of experience or two (2) years of post-secondary education with one (1) year of experience.

Work Schedule

- Monday-Friday
- 8:30AM-5:00PM
- 35 - 40 hours a week.

Advertised Salary

\$15.00-\$16.00/Hour

Pre-Employment Requirements

Criminal Background Check

Temporary Disclosure

As a temporary employee, you will not be eligible to participate in all employee benefit programs (e.g., paid leave, retirement, or tuition reimbursement).

Under the Patient Protection and Affordable Care Act (PPACA), a temporary employee who works on average 30 hours or more per week may be eligible to enroll in health care benefits. As a temporary employee, you are also eligible to enroll in supplemental plans (e.g. dental, vision,) which requires full payment on your part.

Upon completing an assignment, employees may apply for a position on FIU Careers.

How To Apply

Prospective Employee

If you have not created a registered account, you will be asked to create a username and password for use of the system. It is recommended that you provide an active/valid e-mail account as that will be the main source of communication regarding your status within the process. In this account, you are able to track your applicant status in "**My Applications**".

In order to be considered eligible for the position as an internal candidate, departmental staff must meet minimum requirements of the position, be in good performance standing, and have been continuously employed at the University for at least six months.

Before you begin the process, we recommend that you are prepared to attach electronic copies of your resume, cover letter or any other documents within the application process. It is recommended that you combine your cover letter and resume/curriculum vitae into one attachment. Attached documents should be in Microsoft Word or PDF format. All applicants are required to complete the online application including work history and educational details (if applicable), even when attaching a resume.

****This posting will close at 12:00 am of the close date.***

How To Apply

Current Employee

As a current employee, you must log into Employee Self Service (ESS) to apply for this and any other internal career opportunity of interest. In this account, you are able to track your applicant status in "**My Applications**".

In order to be considered eligible for the position as an internal candidate, departmental staff must meet minimum requirements of the position, be in good performance standing, and have been continuously employed at the University for at least six months.

Before you begin the process, we recommend that you are prepared to attach electronic copies of your resume/ curriculum vitae, cover letter or any other documents within the application process. It is recommended that you combine your cover letter and resume into one attachment. Attached documents should be in Microsoft Word or PDF format.

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Disclosures

Clery Notice

In compliance with the [Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act](#), the University Police department at Florida International University provides information on crimes statistics, crime prevention, law enforcement, crime reporting, and other related issues for the past three (3) calendar years. The FIU Annual Security report is available online at: <https://police.fiu.edu/download/annual-security-fire-safety-report/>.

To obtain a paper copy of the report, please visit the FIU Police Department located at 885 SW 109th Avenue, Miami, FL, 33199 (PG5 Market Station).

Pay Transparency

Florida International University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

FIU is a member of the State University System of Florida and an Equal Opportunity, Equal Access Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.