

## **JOB ANNOUNCEMENT**

The Pepperdine Applied Research Center (PARC)  
<http://gsep.pepperdine.edu/clinics/pepperdine-applied-research-center/>  
is pleased to announce multiple graduate student positions:

### **Research Assistant** **for the Pepperdine Applied Research Center** **Approximately 10 hours per week, beginning in May 2008**

\*\*\*PLEASE NOTE: Summer commitment necessary. Positions are paid for Summer 2008.  
Longer term positions may become available. \*\*\*

#### **Description of Position:**

- Responsible for assisting with the maintenance of a psychological research database that is part of a long-term research project conducted at the three Pepperdine GSEP clinics and counseling centers in West Los Angeles, Encino and Irvine
- Research assistant tasks involved with the database may include
  - Data entry
  - Photocopying
  - Filing
  - Organizing
  - Scoring completed instruments
  - Quality control procedures
  - Data analysis
- Required attendance at periodic meetings and trainings
- Required travel to different clinics and campuses
- Assist GA/RA Coordinator and PARC faculty with administrative tasks

Note: The GA/RA Coordinator (Laura Davidoff, MA) and PARC faculty (Drs. Eldridge and Hall) will provide initial and ongoing training as needed in the above procedures. Applicants are not expected to know these already to apply for the position.

#### **Preferred Qualities of Applicant:**

- ❖ Strong attention to detail
- ❖ Task-oriented
- ❖ Familiarity with Excel and SPSS
- ❖ Solid communication skills
- ❖ Ability to maintain and protect confidentiality of client information
- ❖ Sensitivity regarding protected information

#### **Interested in the Position?**

- Please apply by e-mailing your resume or CV (with references) with a cover letter explaining your interest in and qualifications for the position and specific days and times of the week that you will be available to Dr. Eldridge ([kathleen.eldridge@pepperdine.edu](mailto:kathleen.eldridge@pepperdine.edu)) and Dr. Hall ([susan.hall@pepperdine.edu](mailto:susan.hall@pepperdine.edu)) **by April 11th.**
- After this date, applicants who will be interviewed for the position will receive a reply the week of April 14<sup>th</sup> (finals week). Interviews will take place at the Malibu campus the week of May 5<sup>th</sup> and the position will begin the week of May 12<sup>th</sup>.