



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

## **Project Research Assistant**

(part-time, 20 hours/week)

**Are you enthusiastic, enjoy science, looking for a position to support excellent faculty dedicated to teaching?** This position research support for project BLOOM, a grant funded by NASA designed to increase the number of women in STEM professions.

### **Our Idea of a Perfect Candidate Is Someone Who:**

- Has a working knowledge of the physical sciences, including basic chemistry and basic biology.
- Understands of the potential dangers associated with handling chemicals.

### **Our Ideal Candidate's Education and Experience Include:**

- Bachelor's or Associate degree in STEM or STEM Education.
- Experience with event management, data collection, and report writing preferred.

### **This Position Is Responsible For:**

- Working with the project manager to organize written ideas through discussion.
- Maintaining Excel files (including budgets and project survey data) and keeping records of invoices and expenses.
- Ordering and maintaining project supplies, writing progress reports on a weekly basis, as well as assisting with quarterly data reporting.
- Assisting in organizing BLOOM Project activities/events, including field trips and travel.
- Keeping a record of student hours and activity data.
- Communicating with BLOOM Project stakeholders as directed.
- Assisting in facilitating on/off campus outreach.
- Being available to work 20 hours per week, flexible hours.

### **Why You Want to Be on This Team:**

- You would be a part of a Mission-centered team, who work together to serve our community.
- CSM is committed to supporting the work-life balance of its faculty and staff.

### **Application**

Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [Project Research Assistant](#)

*College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*