

Job Title: Student Data & Technology Assistant

Position Type: Part-Time (up to 20 hours per week)

Hourly Rate: \$14/hour

Location: Ayers Medical Plaza, 720 SW 2nd Ave, Suite 201, South Tower,
Gainesville, FL 32601

Eligibility: Must be a current University of Florida student, part of an underrepresented/minority group, and have a minimum 3.5 GPA.

Reports to: Administrative Research Manager

Position Summary:

The Student Data, Technology, and Community Research Assistant will assist with a range of data, technology, and community research-related tasks. Our research team conducts community-based participatory research aimed at eliminating cancer disparities, mental health disparities, and other health inequities in low-income and/or underserved communities.

This position is ideal for a tech-savvy, detail-oriented student who is knowledgeable about AI and is conscientious, dependable, organized, and able to work independently and as part of a group. The ideal person for this position will serve as our research team's go-to resource for data and AI tools that support research workflows and ensure a high standard of data quality and organization.

Key Responsibilities:

- Review data for accuracy and completeness; perform data quality assurance tasks
- Organize, maintain, and troubleshoot iPads and other research-related equipment
- Scan, organize, and archive data sheets and participant forms
- Assist with integrating and applying AI tools to support research tasks
- Draft and edit research-related documents
- Create and edit presentations, flyers, and other graphics as needed
- Periodically take accurate and succinct meeting minutes
- Support participant consenting processes and maintain digital and paper records
- Contact research participants and other research collaborators when needed

- Assist with preparation of research manuscripts for publication
- Provide support for set-up of research-related events and gatherings

Preferred Qualifications:

- Strong organizational and communication skills
- Experience with data entry, management, and quality control
- Familiarity with AI tools and applications in community-based participatory research
- Ability to troubleshoot and manage basic technical tasks (e.g., device setup, updates)
- Proficiency in Microsoft Office, Google Workspace, and data management platforms
- Willingness to learn UF administrative and research systems
- Project or sub-project management skills
- Ability to work collaboratively in diverse teams
- Commitment to reducing health disparities, particularly in underserved communities
- Experience with or interest in community-based participatory research, including working with community members
- Skill in graphic design and/or experience in communication of research findings
- Strong writing skills