

Health Sciences Special Project Assistant – Rady Faculty of Health Sciences

Job Description & Duties:

The student will execute ~8 virtual interviews with selected alumni of Rady Faculty of Health Sciences graduate programs, mainly following pre-set questions about their experiences as a graduate student and in their current career. For each interview, the student will prepare a written summary of responses and draft a compelling mini-report (250-400 words) to be released on the faculty's social media pages.

Specific duties/responsibilities

- Contact alumni to request a 30min virtual interview
- Schedule interviews using Microsoft Teams calendar invitations
- Obtain signatures on prepared document, consenting to intended use of information provided in the interview
- Conduct and record the virtual interviews, asking pre-planned questions and expanding in related directions if relevant
- Provide a written summary of responses
- Draft 250-400 word "Alumni Stories", each a compelling narrative describing the career journey and current professional endeavors of the featured alumnus/alumna

Competencies Gained:

1. Oral Communication - Ask and answer questions, clarify, and summarize what others are communicating
2. Written Communication - Condense information/produce concise summary notes accurately with correct grammar, punctuation, and spelling
3. Teamwork - Actively contribute to team projects/tasks; fulfil required roles, participate in discussion to improve effectiveness
4. Planning and Organizing - Effectively apply organizing and planning skills to manage work
5. Digital Technology Skills - Perform basic computer tasks, such as creating documents, saving files, scheduling meetings, and sending emails

Job Requirements:

- Must be currently enrolled in a science-related degree program (undergraduate or graduate)
- Strong interpersonal skills are required
- Excellent written and oral communication skills are required (including the ability to ask and answer questions, to write clearly and concisely, and to construct a compelling narrative)

- Prior scientific communication experience is an asset
- Proficient in Microsoft Office (esp. Word, Teams, Outlook) or willing to learn

Salary: \$12/hr