

Research Experiences for Undergraduates (REU): Description Part I

The University of Illinois at Chicago is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.

Core Job Responsibilities

1. Contribute to project data collection (5-10 hours/week)

- Pass certification in research project protocols, operation of data collection instruments, in digital management and storage of project data, and in designing and conducting literature searches.
- Work during data collection shifts in which tasks include meeting with research participants, explaining the project's informed consent, administering online surveys, collecting skin color data using handheld devices, storing collected data, and handling participant payments.
- Design and conduct literature searches and organize and store literature in citations manager Zotero.
- Attend weekly planning meetings, stay up to date on weekly tasks scheduling, deliver task updates when requested, and promptly communicate any time constraints or conflicts.

2. Work on a supervised research project (10 hours/week)

- Design outward facing materials that disseminate and promote dialogue about project findings and utilize these materials in a pilot with college students.
- Collaborate with team members to carve out a project-related research question as part of this pilot, regularly presenting your ideas, incorporating feedback, and writing a final short paper.

3. Commit to a year-long engagement

- Be available to commit a **minimum of 15 hours/week** for the entire Spring 2022 semester (with an option and preference for continuing through summer 2022).

Primary Skills Needed

- *Organization and multi-tasking* – Can you keep track of multiple assignments and deadlines, create and manage online organization systems for task materials, and submit updates and finished materials on time? Can you conduct tasks without error while interacting with others?
- *Clear, prompt, and professional communication* – Can you maintain regular, clear communication with research team? Can you convey issues promptly and clearly?
- *Interpersonal skills* – Can you interact with participants and other team members calmly and professionally? Can you collaborate efficiently with a team while taking direction from project leaders?
- *Writing skills* – Are you able to communicate ideas clearly and concisely through writing? Can you proof-read others' work efficiently and conscientiously?

Application Instructions:

- 1) Provide a *single* PDF document with:
 - a. Cover letter describing your interest in the project and noting how you match the descriptions and have the skills listed above.
 - b. Resume.
 - c. Unofficial UIC transcript.
 - d. Spring 2022 course schedule and other times unavailable during weekdays Spring 2022.
- 2) Name the PDF file “STiiP REU Application [Your Last Name].pdf”
- 3) Email PDF file to the Project Coordinator Mariya Khan at mkhan252@uic.edu.

Applications are being viewed on a rolling basis until slots are filled. Positions are limited, however, and applications should be submitted as soon as possible. Selected applicants will be contacted for an interview.

The University of Illinois conducts background checks on all job candidates upon acceptance of contingent offer of employment. Background checks will be performed in compliance with the Fair Credit Reporting Act.