

UNIVERSITY OF OTAGO
Ōtākou Whakaihu Waka

JOB DESCRIPTION

JOB TITLE: Assistant Research Fellow
DEPARTMENT: Centre for Menstrual Cycle Research, Department of Anatomy
SCHOOL/DIVISION: School of Biomedical Sciences / Division of Health Sciences

1. PRIME FUNCTION:

To support the research and outreach activities of the Centre for Menstrual Cycle Research.

2. MAIN OBJECTIVES:

Contribute to all activities undertaken by the Centre for Menstrual Cycle Research providing research and outreach support and assisting with preparation of research outputs.

3. KEY TASKS:

- Assist with the collection of data related to Centre achievements and outcomes.
- Assist with literature searches for publication and with framing Centre publications.
- Assist with the writing and preparation of publicity and marketing materials in support of the services provided by the central Marketing and Communications team(s).
- Assist with the coordination and support of outreach activities, including expanding and managing the Centre website; developing and managing content and monitoring and managing social media.
- Communicate with other relevant networks and organisations with interest in menstrual cycle related areas.
- Provide support for the activities of the Centre's Steering Committee, including assistance with communications within the Centre.

4. EXPECTED OUTCOMES:

- Provision of effective and professional support for the research and outreach activities of the Centre.
- That tasks are executed in a timely, efficient and professional manner, with a high degree of accuracy and, where appropriate, confidentiality.

5. RELATIONSHIPS:

Directly responsible to: Professor Jane Girling
Supervision of: Nil
Functional relationships with: Associate Professor Bryndl Hohmann-Marriott, Centre for Menstrual Cycle Research Steering Committee, other staff and students of the Centre for Menstrual Cycle Research.

6. BUDGETARY RESPONSIBILITY:

- Nil

7. PERSON SPECIFICATIONS:

The appointee should have:

- A minimum of an Honours degree in a relevant field, with a strong understanding of the research that is carried out in the Centre.
- Proven experience in high quality scientific writing.
- Knowledge of Microsoft and Adobe software, including Word, PowerPoint and Excel.
- Knowledge of content management systems as well as a variety of social media platforms.
- Excellent written and oral communication skills.
- Ability to think logically, understand complex ideas and data and communicate scientific and research concepts to various audiences.
- Excellent attention to detail.
- Ability to work without direct supervision, set priorities and allocate own timetable.
- Excellent teamwork skills.
- Self-motivation.