

# JOB LISTING

## Research Assistant

### Herbal Dispensary

**Position Available: July 1, 2015**

**Posting Date: 06/16/2015**

**End Date: Open until filled**

Maryland University of Integrative Health is the leading academic institution for integrative health in the nation. For nearly 40 years, MUIH has educated practitioners in health and wellness through transformative and relationship-centered programs that draw from traditional wisdom and contemporary science. MUIH offers graduate degrees and certificates in a wide range of wellness fields, as well as programs for professional and personal development. In our on-campus Natural Care Center and community outreach settings, we provide compassionate and affordable healthcare from student interns and professional practitioners, and deliver more than 35,000 clinical treatments and consultations each year.

Maryland University of Integrative Health is seeking a dedicated and knowledgeable individual to serve as Research Assistant for the Emerson Ecologics grant project. The work for this part-time project position is expected to be about 20 hours per month for 10 months.

### Responsibilities/Duties

Duties include, but are not limited to:

- Review and write standard operating procedures according to guidelines for Current Good Manufacturing Practices (cGMPs)
- Collect and analyze data
- Set up and operate microscopes and other relevant apparatus
- Perform routine laboratory and equipment maintenance
- Manage and respond to project email
- Attend project meetings, conferences, and training sessions
- Monitor project budget
- Performs various clerical duties including typing, answering phones, preparing correspondence, completing applications and forms, and filing and maintaining records
- Code data for input for electronic data processing
- Inputs and retrieve data using computers
- Assist with writing modules
- Train dispensary personnel on new procedures
- Perform library research
- Prepare solutions for organoleptic panels
- Assist with supervision of organoleptic panels
- Prepare progress reports
- Summarize project results
- Perform other duties as assigned

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## **Research Assistant Herbal Dispensary continued (2 of 2)**

### **Qualifications**

Required:

- Master's degree in science or related field
- Work experience in herb quality assessment, cGMPs, analytical laboratory, or related field
- Familiarity with basic laboratory techniques
- Knowledge of laboratory procedures
- Verbal and written communication skills
- Good supervisory and interpersonal relation skills
- Ability to follow oral and written instructions
- Strong attention to detail
- Ability to maintain excellent records and inventories
- Superior computer skills, including working knowledge of MS Excel and Quickbooks

### **To apply**

Interested individuals should forward a letter of interest and resume to our Office of Human Enrichment at [jobs@muih.edu](mailto:jobs@muih.edu), referencing "1520 – Research Assistant" in the subject line of the email.

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Maryland University of Integrative Health is committed to being, communicating, and educating in ways that recognize and honor the full range of human diversity. Applicants are considered on the basis of individual merit without regard to race, color, national or ethnic origin, gender, gender identity, sexual orientation, marital status, pregnancy, age, religion, disability, genetic information, or any other characteristic protected by law. Equal Opportunity Employer