



**CHARLESTON RESEARCH INSTITUTE POSITION #2012-045**

**Title:** Veterinarian Services Administrative Assistant

**Classification:** Temporary/10-15 hours/week

**Salary:** Commensurate with experience

**Duties & Responsibilities:**

*General Office Administration*

- Scientific editing and writing
- Create and maintain databases and files for studies
- Presentation preparation
- Compile information through library and Internet resources
- Assist with compiling presentations
- Administrative support
- Photography compilation/editing
- Reference checking and compilation
- Miscellaneous projects

*Other*

- Assist with special events and projects

**Qualifications:**

Working knowledge of Microsoft Office software (Power Point/Word/Excel), Adobe Suite knowledge, and researching materials on MUSC Library interface and PubMed. Editing and copywriting knowledge. Bachelors degree in English. Animal-based medical research experience a plus.

**Company Information:**

The sole purpose of Charleston Research Institute is to advance the research mission of the Department of Veterans Affairs, and specifically the Ralph H. Johnson VA medical Center in Charleston, SC through the support of research related activities.

**How to apply:**

Fax application and resume with the position number to Executive Director 843-277-2285

Application <http://www.charleston.va.gov/Documents/research/CRI/TRINETAPPLICATIONforEMPLOYMENT.pdf>

*Charleston Research Institute is an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable.*