Job Description: Research Assistant [current undergraduate]

Summary

At the Center for Social Research (CSR), student Research Assistants participate in the design, execution, and evaluation of research projects. CSR is committed to providing student employees with educational and professional experience, significant responsibility that expands with experience, and a congenial team atmosphere.

Research Assistants work full-time during the summer (40 hours per week) and part-time during the school year (10-15 hours per week). We seek out applicants with strong personal initiative, who can take responsibility for meeting project deadlines and communicate clearly with on- and off-campus clients. Due to the extensive technology, software, and methodology training we provide, we are particularly interested in students who have at least one to two full years left at Calvin University.

To learn more about CSR, our work, our values, and our clients, visit our website: [https://calvin.edu/csr](https://calvin.edu/csr).

Essential Duties and Responsibilities

Essential duties and responsibilities include the following. Other duties may be assigned.

- Handle and protect confidential and sensitive data with integrity.
- Assist staff and clients in the design, execution, and evaluation of research projects, including literature reviews, reports, surveys, focus groups, data integration, and analysis.
- Manage data collection projects by meeting paper and electronic mailing deadlines, entering data, and transcribing recordings; learn and use technology to do these tasks more efficiently.
- Assist staff in design and maintenance of online surveys and relational databases. This frequently involves use of Qualtrics survey software, one or more databases, and Tableau interactive data visualization software.
- Assist staff in writing code and analyzing data in Stata and other statistical packages.
- Produce written, tabular, and visual materials for research reports and presentations in Tableau.
- Participate in on-going anti-racism education and development; contribute to DEI discussion and work.
Qualifications and Preferred Skills

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A high degree of personal motivation, self-management, and detail-orientation.
- Ability to take responsibility in meeting deadlines and making progress without direct supervision.
- Strong verbal and written communication skills; ability to send professional emails to clients.
- Some experience in research methods, technology, and/or software. For example, technology and software could include Tableau, Power BI, Qualtrics, GIS, R, Python, SQL, and Stata; research methods could include survey research, content analyses, statistical analyses, and geographic analyses.
- Experience in intercultural setting(s) and interest in learning about and supporting equitable and inclusive initiatives and community development.
- Capacity and willingness to learn new concepts, research methods, software, and work routines quickly under the mentorship of CSR staff; flexibility in responding to new research opportunities as they arise.
- Motivation to engage in and manage a wide range of intellectual and administrative work, ranging from preparing mass mailings to analyzing proposed data-collection designs.
- Ability to share responsibilities and rewards with a networked team of coworkers, including off-campus clients and Calvin faculty, staff, and fellow students.

Position Details

- Job Profile: Technical – Student Worker, Grade 3
- Full-time hours during summer, 40 hours per week
- Generally flexible hours during school year, 10 to 15 hours per week
- Please apply online at https://calvin.edu/centers-institutes/center-for-social-research/employment/