Job Description: Research Assistant [current undergraduate]

Summary
At the Center for Social Research (CSR) student Research Assistants (RAs) support and manage ongoing projects. They work full-time during the summer (40 hours per week) and part-time during the school year (10-15 hours per week) with potential for full-time work during January interim. Common tasks include data entry and audio transcriptions, but the RA job is primarily about problem-solving in response to unique project needs. 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 for our Research Assistants, we are particularly interested in students who have at least one or two years left at Calvin.

CSR offers a unique opportunity to develop academic quantitative and qualitative research skills, technical knowledge, problem-solving abilities, positive workplace teamwork, client interaction, project development/management, and intercultural competency. If you have the motivation, we are eager to help you further develop your abilities to use in your career after graduation. To learn more about CSR and our work and clients, view the video on our website (https://calvin.edu/csr).

Seeking candidates with skills in one or more of the following: social research, data science, technology/software/coding, marketing, public relations, business development, finance, writing/content development, social media marketing, graphic design and/or media production.

Skills and Qualifications
Preferred abilities and dispositions:
- High degree of problem-solving skills, personal motivation, self-management, and detail-orientation skills.
- Interest in being a part of a fun, diverse, team environment and ability to share responsibilities.
- Capable of meeting tight deadlines and making progress without direct supervision.
- Strong oral and written communication skills.
- Experience in intercultural setting(s); interest in learning about and supporting equitable and inclusive initiatives and community development.
- Willingness to learn new concepts, research methods, technology, software, and work routines with strong support and mentorship from experienced CSR staff.
- Ability to handle and protect confidential and sensitive data with integrity.
- Some experience in research methods, technology, and/or software; for example, RA work could range greatly from preparing mass mailings to analyzing proposed data-collection designs or creating data visualizations.

**Please don’t hesitate to apply if you don’t have every one of these abilities/skills. We are a learning environment and welcome all motivated applicants who are interested in learning and being challenged. We would love to mentor you and learn and grow together!
Responsibilities

*Typical tasks for RAs at CSR after extensive summer training in CSR research methods and software:*

- 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.
- Participate in various client meetings and phone calls on and off campus.
- Prepare print documents, web pages, and other graphics using Word, PowerPoint, Adobe Creative Cloud, and other graphics and illustration tools.
- Assist staff in writing code and analyzing data in Stata and SPSS statistical packages.
- Assist staff and clients in the design, execution and evaluation of research projects, including literature reviews, reports, business proposals, surveys, focus groups, workshops, community engagement, trainings, data integration, and analysis.
- Attend community events to connect with clients, local leaders and promote CSR to West Michigan businesses, nonprofits, government and academic partners.
- Participate in 3-day all staff annual anti-racism workshop (CORR)
- Connect with staff through regular, fun office activities and gatherings!

Position Details

- Campus student employment wage level “Omega.”
- Generally flexible hours, 10 to 15 hours per week.
- Please apply online at [https://calvin.edu/centers-institutes/center-for-social-research/employment/](https://calvin.edu/centers-institutes/center-for-social-research/employment/)