Job Description: Research Specialist [recent graduate]

Summary
At the Center for Social Research (CSR) Research Specialists provide technical support, manage projects, and may train and oversee undergraduate Research Assistants involved in related research tasks. They work in a technical support and technical leadership role on social science research and evaluation projects, often in conjunction with Calvin faculty and/or community-based organizations, nonprofits, government agencies, and businesses. The Research Specialist position is a full-time, 1- to 2-year appointment for recent Calvin graduates only.

They are individuals with exceptional interests and/or skills in technical field(s), such as statistical analysis, database management, survey creation and coordination, computer programming, coding, geographic information systems (GIS), website and graphic design, etc. We seek out applicants with strong personal initiative, who can take responsibility for meeting tight project deadlines and communicating clearly with on- and off-campus clients.

CSR offers a high-caliber opportunity to develop your resumé and experience through learning valuable academic and business research skills, technical knowledge, and positive teamwork. This is a prime opportunity for graduating seniors interested or recent graduates in gaining practical experience before applying to graduate school or moving into their chosen career path. This position is a unique opportunity to develop quantitative and qualitative research skills, technical knowledge, problem-solving abilities, positive workplace teamwork, client interaction and customer service skills, project development/management, and intercultural competency. Research Specialists will receive extensive, in-depth training, support, and mentorship on research technology, software, and methodology, as well as ongoing project support from experienced supervisors, so you will be equipped to lead projects and interface with clients. If you have the motivation, we are eager to help you further develop your abilities to use in your career after completion of one or two years of employment with CSR. To learn more about CSR, our work, values, and clients, view the video on our website (https://calvin.edu/csr).

Skills and Qualifications
Preferred abilities and dispositions:
- The position requires a Bachelor's degree from Calvin College completed no later than June 2019; less than one year of related experience. The position is specifically intended for recent graduates of Calvin College.
- Preferred experience in some research methods, technology, and/or software; for example, Research Specialist work could range greatly from designing and managing databases or creating data visualizations to facilitating focus groups and report writing. Software or coding experience may include any or all the following: Tableau, Qualtrics, Excel, GIS, R, HTML, Python, SQL, SAS, STATA, SPSS, QuickBase, Access or Microsoft Power BI.
- High degree of problem-solving skills, personal motivation, curiosity, self-management, and ability to exercise independent judgment to complete tasks.
- Willingness to learn new concepts, research methods, technology, software, and work routines with strong support and mentorship from experienced CSR staff.
- Strong verbal and written communication skills. This position may include writing content for reports, proposals, client emails, and other documents as well as proofreading for spelling, grammar, and content errors.
- Interpersonal skills and ability to greet callers and visitors, answer questions about the college and CSR.
- Interest in being a part of a fun, diverse, team environment; ability to share responsibilities; ability to be flexible and collaborative.
- Experience in intercultural setting(s); interest in learning about and supporting equitable and inclusive initiatives and community development.
- Strong organizational skills and ability to attend to and manage high level of detail, especially in contract supervision and supervision of survey completion.
- Ability to handle and protect confidential and sensitive data with integrity.

**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 Research Specialist responsibilities and tasks may include the following:*

- Design and manage relational databases and related tools for research use, including Geographic Information Systems (GIS), web applications, online and print surveys or statistical analysis.
- Coordinate the design, collection, compilation, visual and written report analysis of research data, including training and mentoring of faculty and off-campus clients, CSR staff colleagues and undergraduate employees, interns and community guests.
- Clean and prepare data for analysis, including writing code or queries (e.g. in STATA and SQL) and potentially some programming, such as GIS models, scripting, and similar forms of automation.
- Conduct statistical and spatial analyses and produce maps, charts, tables, and other data visualizations.
- With support from supervisors, contribute content to writing of research business and grant proposals, budget narratives, IRB research proposals, and research reports. Communicate information about database design, management and analysis to clients and co-workers both in words and visualizations.
- Occasionally lead student research assistants (RAs) in research projects and tasks.
- Attend and 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.
- With support from CSR’s Public Relations lead, attend community events to connect with clients, local leaders and promote CSR to West Michigan businesses, nonprofits, and government and academic partners.
- Participate in 3-day all staff annual anti-racism workshop (CORR).
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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.
Position Details

- Status: Full-time, Non-exempt; 40 hours per week.
- Group/Grade: Program Coordinator I, Grade 3
- Please apply online at https://calvin.edu/centers-institutes/center-for-social-research/employment/