Job Description: Research Specialist [recent graduate]

Summary
At the Center for Social Research (CSR), Research Specialists lead and provide technical support on social science research and evaluation projects, often in conjunction with Calvin faculty, 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.

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

CSR offers a high-caliber opportunity to develop your résumé and experience through learning valuable academic and business research skills, technical knowledge, and collaboration. This is a great position for recent Calvin graduates to gain practical experience before applying to graduate school or moving into their chosen career path.

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

Essential Duties and Responsibilities

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

- Design and manage relational databases and related tools for research use, including Geographic Information Systems (GIS), web applications, online and print surveys, and statistical analyses.
- Lead and manage multiple social science projects simultaneously, delegate tasks in a timely manner, and prioritize.
- Clean and prepare data for analysis, including writing code or queries (e.g. in Stata and SQL).
- Conduct statistical and spatial analyses and produce maps, charts, tables, and other interactive data visualizations.
- With support from supervisors, contribute content to business and grant proposals, budget narratives, IRB research proposals, and reports.
- Occasionally delegate and supervise project-related tasks given to student research assistants (RAs).
- Participate in ongoing 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 Bachelor's degree (B.A. or B.S.) from Calvin University completed no later than June 2020; less than one year of related experience. The position is specifically intended for recent graduates of Calvin University.
- Experience in social research methods and specialized technical and/or subject knowledge in a social science. For example, technical specialization could include Tableau, Power BI, Qualtrics, GIS, R, Python, SQL, Stata, Quick Base, Salesforce, etc.
- Strong organizational skills and ability to maintain a high degree of detail.
- Ability to handle and protect confidential and sensitive data with integrity.
- High degree of problem-solving skills, personal motivation, and self-management.
- Strong verbal and written communication skills; ability to contribute written content and proofread reports, proposals, client emails, and other documents; communicate information about database design, management, and analysis.
- 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.
- Interpersonal skills and ability to lead interviews and focus groups, greet callers and visitors, and answer questions about the university and CSR.
- Experience in intercultural setting(s); interest in learning about and supporting equitable and inclusive initiatives and community development.
- 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

- Status: Full-time, Non-exempt; 40 hours per week.
- Job Profile: Clerical – Academic Division Hourly Staff (C0014)
- Please apply online at https://calvin.edu/centers-institutes/center-for-social-research/employment/