

Calvin College Job Description

Job Title: Research Associate, Calvin College Center for Social Research (CSR)

Department: Center for Social Research

Reports To: Director of the Center for Social Research

Group/Grade: Program Coordinator I, Grade 3

Status: Full-time, Non-exempt

Job Code: 5-02001-30-PC1-03

SUMMARY

This position is accountable for the practical implementation of the operations of the CSR. The Research Associate is under the supervision of the Director and works in collaboration with the Director, Assistant Director, and other staff members of the CSR.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Recruit, train, supervise, and mentor CSR student employees in developing research and technology skills to achieve high standards of efficiency and quality for projects. These skills include quantitative and qualitative research techniques, survey instrument creation and deployment, data preparation and analysis, and report writing.
2. Coordinate effective student research assistant help for CSR staff.
3. As required by each project, prepare data for analysis, conduct data analysis, and/or write final reports by reviewing data and summarizing data findings to clearly inform clients of project results. Support CSR staff, students and clients in handling and interpreting data.
4. Conduct surveys, focus groups or individual interviews by designing instruments, preparing interview questions, programming systems, arranging equipment and facilitating dialogue to ensure relevant and accurate project data are obtained.
5. Contribute well-written and well-designed material to the CSR Web site and to published materials.
6. Participate as a full team member in general CSR administration, including record keeping, client relations and logistical work.

SUPERVISORY RESPONSIBILITIES

This position directs the work activities of student research assistants.

QUALIFICATIONS 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.

EDUCATION and/or EXPERIENCE

The position requires a Bachelor's degree from a four-year college or university; less than one year of related experience; or equivalent combination of education and experience. Strong statistical analysis ability, written and verbal communication skills and interpersonal skills are required. Knowledge of computers and related software such as web-based surveys and qualitative research packages is also required.

OTHER SKILLS AND ABILITIES

This position requires strong organizational skills and ability to attend to and manage a high level of detail, especially in contract supervision and supervision of survey completion.

COMMUNICATION SKILLS

The position requires the ability to greet callers and visitors, answer questions about the college, and employ good communication skills and tact. Proofread documents for spelling, grammar, and content errors. Read blueprints, diagrams and/or schematics. May occasionally handle some confidential information.

JOB COMPLEXITY

The position requires the ability to carry out detailed written/oral instructions. Deals with standardized situations involving occasional variables.

ACCOUNTABILITY

The position has the authority, if approved, to take action or make recommendations that will affect procedures, processes, and practices involving customers or employees within the same department.

DECISION MAKING/JUDGMENT

This position occasionally requires independent judgment to complete tasks. Most of the responsibilities are performed in accordance with existing procedures and instructions.

WORKING RELATIONSHIPS

The position requires occasional participation with peers or customers, and deals with items of a routine nature with frequent supervision. Participants address common issues and present information beneficial and routine to resolving problems.

PHYSICAL DEMANDS/WORK ENVIRONMENT The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.