Job Description: Research Assistant [current undergraduate]

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By
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Responsible To: Research Associate, Center for Social Research

Summary
Student research assistants participate in the design, execution, analysis, and evaluation of Center for Social Research (CSR) projects. The Center is committed to providing student employees with educational and professional experience, significant responsibility that expands with experience, and a congenial team atmosphere. CSR Research Assistants often work part-time during the academic year and full-time during the summer.

Skills and Qualifications

Required abilities and dispositions

- 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 spoken and written communications skills.
- Capacity and will 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 physical 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.

Preferred additional qualities:

- Strong existing computer skills with Microsoft Office, statistical software (Stata, SPSS, R, etc.), and general Internet and electronic communications.
• Articulate and tactful communications skills; readiness to meet and work directly with clients.
• Interest in professional development toward future graduate school or employment in advanced social research.
• Sophomore or junior standing in the fall, with a long-term interest in a responsible position at CSR through graduation.

Responsibilities
• Handle and protect confidential and sensitive data with integrity.
• Manage data collection projects by meeting paper and electronic mailing deadlines, entering data, 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, one or more databases, and Tableau.
• 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, surveys, focus groups, data integration, and analysis.
• Produce written, tabular and visual materials for research reports and presentations in Tableau.
• Assist staff in logistical management of the Center, including acquisition of supplies, inventory management, bookkeeping and strategic planning.

Position Details
• Campus student employment wage level “Omega.”
• Generally flexible hours, 8 to 15 hours per week, with at least five hours at a fixed, regular time in our lab (Raybrook Building 2041; Suite 103)
• Please apply online at https://calvin.edu/centers-institutes/center-for-social-research/employment/