Position Description

Job Details

Job Title: Research Assistant
FLSA: Non-Exempt
Position Type: Full-time
Interview Group: Office of Research and Sponsored Programs
Reports To: Director of Research
Location: Denver, CO
Duration of Position: Verified During Interview
Date Modified: May 29, 2015

Description

The primary purpose for this position is to work with the Office of Research and Sponsored Programs to execute the College Fund’s systematic research initiatives and to assist in the development and execution of the research agenda and plan. The Research Assistant will assist in innovative research to help expand ORSP’s ability to set the framework for enhancing student success at TCUs, and to provide information and reports for College Fund staff, the tribal colleges and universities, partner organizations, funders, and other groups.

Under the direction of the Office of Research and Sponsored Programs, Research Assistant will:

- Research and analyze data and information
- Use computer applications for on-line background and literature review search
- Perform statistical and qualitative analyses
- Prepare, format, and clean research data in support of specific projects
- Prepare layout and format reports consistent with project specifications and stakeholder needs
- Prepare written analysis, recommendations, and complex reports
- Prepare, manipulate and verify the accuracy and validity of data
- Prepare tables, graphs, fact sheets, and written reports summarizing research results

This position must share the College Fund’s core values of respect, reciprocity, reasoning, relationship, and responsibility. Respect and relationships are important characteristics of a team player, along with the ability to collaborate with departments across the organization and others to coordinate research efforts. Responsibility is important for being a strong researcher, as well as ensuring that all assigned tasks are completed and deadlines are met.

Essential Job Functions

1. Conducts research for members of the ORSP team
   a. Works with ORSP to develop and implement ORSP Research Agenda and Plan
   b. Conducts database management tasks
   c. Contributes to the development of CiviCore scholarship database and National Student Clearinghouse tracking analysis of cohort data
2. Contributes to grant writing proposals, concept papers, grant reports, research papers and other written deliverables by the ORSP VP
3. Other duties as assigned

Job Requirements

- Possess knowledge of basic design and administration of questionnaires and research instruments
- Ability to prepare, format, and clean research data in support of specific projects
- Skill sets to prepare data findings that align with the reporting goals and that are consistent with project specifications and stakeholder needs
- Knowledge to conduct research and analyze data and information
- Skills and experience in both quantitative and qualitative research designs including conducting statistical testing using SPSS software (Regression Modeling); and qualitative data analysis
- Experience in technical report writing and research report writing (presenting findings, implications and recommendations)
- Communicate effectively both orally and in writing, establish, and maintain effective working relationships with others
- Participate in disseminating research findings (conferences, with stakeholders, with College Fund staff, journal publications)

Competencies

- Excellent writing, research, and editing skills
- Excellent communication and organizational skills with attention to detail
- Flexibility to adapt to a fast-paced and dynamic work environment
- Ability to organize and meet deadlines for a wide variety of job assignments simultaneously
- Proficiency in Microsoft Office, Excel, Outlook, SPSS, EndNote
- Ability to work with scholarship database software and student tracking databases such as the National Student Clearinghouse Database, Integrated Postsecondary Education Data System (IPEDS), National Center for Education Statistics (NCES)
- Knowledge of indigenous research methodologies, mixed methods research (qualitative and quantitative research methodologies)
- Knowledge of research processes (research, proposal writing, data collection, analysis and presentations)

Education/Experience

- Master’s degree in education or social sciences
- 3 – 5 years of related experience in research with proven success (applied and theoretical research)

Preferred Qualifications

Doctorate degree in education or related field
Competent in research design and methodologies (both qualitative and quantitative)
Ability to create and manage databases, SPSS software competency (regression models)
Ability to multitask and balance a variety of projects
Aptitude for report writing and presenting data findings in meaningful ways
**Work Environment and Physical Activities**

Professional work environment
Frequent sitting, keyboarding, computer and monitor usage
Lifting from 10-15 pounds
Travel as assigned

Note: The intent is not to provide an exhaustive list of all duties, responsibilities, or qualifications associated with this position. Incumbent may perform other duties as assigned.

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