

Research Assistant, Institutional Research

Position Description

Official Title/Title Code:	Research Assistant
Appointment Status:	Graduate assistantship, nine-month appointment, Temporary, half-time
Organization & Location:	Institutional Research, WSU Pullman
Working Title:	Graduate Research Assistant
Basic Function:	A training position to support Institutional Research activities related to data analysis in the areas of student, employee, and finance. The research assistant will be the primary support to the professional staff and will play a wide range of roles in basic analysis of qualitative and quantitative data. The research assistant will be a core member of the Institutional Research team and will participate in staff meetings, planning sessions, etc. He or she will be mentored by the executive director, assistant director and analysts in various aspects of the job.
Reports to:	Assistant Director
Supervisory Responsibility:	none
Duties and Responsibilities:	Under supervision, the duties include but are not limited to: Assistance for a variety of projects which require specialized knowledge and skills and working with complex and confidential materials; Preparation of information for the IR website; Collects, compiles and classifies data; checks for completeness, reasonableness, accuracy and comparability with other data; Prepares tables, charts, graphs and statistical reports; makes basic interpretations; involvement in the

development, design and format of survey instruments and other data-gathering systems; Contribution to analysis and interpretation of data for surveys and other projects as well as writing drafts of results. This position will work on many initiatives as it relates to support of the Graduate School. Projects include: Graduate Program profiles; Reports and/or analyses of data collected in the Graduate Research Management module in myWSU; Graduate retention by program; External Surveys, such as the NSF-NIH Graduate Student Survey, and Council of Graduate School surveys (admissions, international student admissions, and enrollment)

Knowledge, Skills, & Abilities:

Thorough knowledge of research procedures used in higher education research

Strong problem-solving and analytical skills

Excellent attention to detail with strong editing skills

Ability to manage multiple projects and meet ambitious deadlines

Ability to work somewhat independently to achieve outcomes that support the strategic goals of assessment activities

Intermediate computer skills that include knowledge of and ability to work with relational database and statistical software packages (e.g., Access, Business Objects, OBIEE, SAS, SPSS, SQL Server) and word processing skills.

Experience with statistical techniques and statistical software, especially SAS or SPSS

Essential Work Competencies:

Ability to apply technical knowledge of research procedures

Ability to communicate effectively (both orally and in writing) with a diverse audience

Ability to interact with colleagues and clients from diverse backgrounds in a positive manner

Ability to analyze/organize data to reach reasonable conclusion

Minimum Qualifications:

Baccalaureate or equivalent degree in a statistics, educational research, business policy administration, communications, arts

and sciences, economics, or other related field with strong applied statistical analysis skills

Enrollment as a WSU graduate student at time of employment

Maintain a full-time academic load and a 3.0 GPA for the duration of the assistantship

Preferred Qualifications:

Earned Masters in statistics, educational research, business policy administration, communications, arts and sciences, economics, or other related field with strong applied statistical analysis skills

One year experience extracting, combining and analyzing data and reporting results in higher education setting

Highly developed skills in SQL, SPSS, SAS or other comparable statistical software

Work Conditions/

Physical Requirements:

Those typically associated with an office environment

Compensation and Benefits:

Compensation includes a salary for nine months (.5 FTE), a tuition waiver and graduate student health insurance. This position is designed to equip RAs with knowledge and skills essential to perform research and assessment in a higher education setting. The staff in Institutional Research is committed to facilitating the development of research assistants through supervision, consultation, modeling, and mentoring.

This is a half-time (20 hours per week – average) position. Students must be attending graduate school at WSU in the upcoming fall semester. We would like to find an individual who would be interested in continuing in this position for the entire 2021-2022 academic year. *If you are interested, please submit your cover letter and resume or CV to **steve.selk@wsu.edu**.*

For questions and concerns regarding the position, please contact Fran Hermanson at 509-335-3942 or Steve Selk at 509-335-4553:

Fran Hermanson, franherm@wsu.edu

Steve Selk: steve.selk@wsu.edu