

Research Assistant, Office of the Provost

Position Description

Official Title/Title Code:	Research Assistant
Appointment Status:	Graduate assistantship, nine-month appointment, Temporary, half-time
Organization & Location:	Office of the Provost and Institutional Research, WSU Pullman
Working Title:	Graduate Research Assistant
Basic Function:	<p>A position to support faculty activity reporting related to the maintenance of Activity Insight/Digital Measures. The research assistant will be the primary support to the Activity Insight maintenance team and will play a wide range of roles in the day-to-day operations of Activity Insight, the development and editing of training materials and reports, and the investigation of data for data integrity. The research assistant will be a core member of the Activity Insight team and will participate in meetings, planning sessions, training sessions, etc. He or she will be supervised in day to day work by a member of the Activity Insight team in Institutional Research, and report through the Provost office.</p>
Reports to:	Activity Insight Administrator
Supervisory Responsibility:	none
Duties and Responsibilities:	<p>Under supervision of a member of the Activity Insight team, the duties include but are not limited to assistance for a variety of tasks, which require specialized knowledge and skills and working with confidential materials. Some specific duties include the creation of reports from Activity Insight; preparation of information for the day to day operation of Activity Insight; involvement in developing and editing training materials; participation in training sessions; involvement in the development and design of Activity Insight for any requested changes; and validation and investigation of data for completeness, reasonableness, and accuracy.</p>

Knowledge, Skills, & Abilities:	<p>Thorough knowledge of research procedures used in higher education research</p> <p>Excellent written and oral communication skills</p> <p>Strong problem-solving and analytical skills</p> <p>Excellent attention to detail with strong writing and editing skills</p> <p>Ability to manage multiple projects and meet ambitious deadlines</p> <p>Ability to work somewhat independently to achieve outcomes that support the strategic goals of assessment activities</p> <p>Intermediate computer skills that include knowledge of and ability to work with Excel and data tables, including basic knowledge of pivot tables, v-lookups, and formulas</p>
Essential Work Competencies:	<p>Ability to apply technical knowledge of research procedures</p> <p>Ability to communicate effectively (both orally and in writing) with a diverse audience</p> <p>Ability to interact with colleagues and clients from diverse backgrounds in a positive manner</p> <p>Ability to analyze/organize data to reach reasonable conclusion</p>
Minimum Qualifications:	<p>Baccalaureate or equivalent degree in educational research, social sciences, economics, statistics, or other related field with strong communication and data management skills</p> <p>Enrollment as a WSU graduate student at time of employment</p> <p>Maintain a full-time academic load and a 3.0 GPA for the duration of the assistantship</p>
Preferred Qualifications:	<p>Earned Masters in educational research, social sciences, economics, or statistics, or other related field with strong communication and data management skills</p> <p>One-year experience extracting, combining and analyzing data and reporting results in higher education setting</p> <p>Some experience using SQL, SPSS, R, SAS or other comparable data management/statistical software</p>
Work Conditions/ Physical Requirements:	<p>Those typically associated with an office environment</p>

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 Research Assistants with knowledge and skills essential to perform research and assessment in a higher education setting. The Provost Office and Institutional Research are 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 are searching for an individual to fill 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 Coleen McCracken at 509-335-3123 or Steve Selk at 509-335-4553:

Coleen McCracken, cmccracken@wsu.edu

Steve Selk: steve.selk@wsu.edu