

Graduate assistantship – Office of Strategy, Planning, and Analysis and the Graduate School

The Office of Strategy, Planning, and Analysis (OSPA) and the Graduate School are seeking a graduate assistant for the upcoming fall term with funding through the 2023-2024 academic year. This is a training position to support activities related to student data reporting to external agencies, such as Federal agencies for grant reporting, NIH-NSF, and the Council of Graduate Schools. This position requires intermediate knowledge of, and ability to, work with relational database and statistical software packages (e.g., SQL Server, OBIEE, SAS, SPSS, R, Python, Tableau) and word processing skills. Excellent writing and communication skills are essential. The research assistant will report to an OSPA analyst/data scientist and will assist in analysis of qualitative and quantitative data. The research assistant will be a core member of the OSPA team and will participate in staff meetings, planning sessions, etc. Please see attached position description for detailed skills and competencies required for the position.

This is a half-time (20 hours per week) position. Students must be attending graduate school and enrolled in a doctoral program in good standing 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 2023-2024 academic year. *If you are interested, please submit your cover letter and resume or CV to steve.selk@wsu.edu.*

Research Assistant, Office of Strategy, Planning, and Analysis

Position Description

Official Title/Title Code:	Research Assistant
Appointment Status:	Graduate assistantship, nine-month appointment, Temporary, half-time
Organization & Location:	Office of Strategy, Planning, and Analysis, WSU Pullman
Working Title:	Graduate Research Assistant
Basic Function:	A training position to support Office of Strategy, Planning, and Analysis (OSPA) 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 OSPA team and will participate in staff meetings, planning sessions, etc. This position will be mentored by the OSPA leadership and analysts/data scientists in various aspects of the job.
Reports to:	Analyst
Supervisory Responsibility:	none
Duties and Responsibilities:	Under supervision, the duties include but are not limited to: assistance on projects requiring specialized knowledge and skills and working with complex and confidential materials; Preparation of information for the OSPA website and dashboards; collecting, compiling, and organizing data; checks for completeness, reasonableness, accuracy and comparability with other data; preparation of tables, statistical reports, and data visualization; interpreting results; involvement in the development, design and format of survey instruments and other data-gathering systems; contribution to analysis and

interpretation of data for analytical projects. This position will work on many initiatives in support of the Graduate School. Projects include: reports and/or analyses of data collected in the Graduate Research Management module in the student information system; graduate student retention and graduation by program; external surveys, such as the NSF-NIH Graduate Student Survey, and Council of Graduate School surveys. Building out dashboards for reporting graduate data in OBIEE or Tableau.

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., SQL Server, OBIEE, SAS, SPSS, R, Python, Tableau) and word processing skills.

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

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, computer science, sociology, 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 educational research, computer science, sociology, 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, SAS, R or other comparable statistical software. Experience with data visualizations in Tableau.

Work Conditions/

Physical Requirements:

Those typically associated with an office environment

Compensation and Benefits:

Compensation includes a salary for nine months (0.5 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 OSPA 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 and enrolled in a doctoral program in good standing 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 2023-2024 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 Steve Selk at 509-335-4553 or steve.selk@wsu.edu