

**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 the Office of Strategy, Planning, and Analysis/System Analytics and Reporting/Institutional Research, WSU Pullman
Working Title:	Graduate Research Assistant
Basic Function:	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.
Reports to:	Activity Insight Administrator
Supervisory Responsibility:	none
Duties and Responsibilities:	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.

Knowledge, Skills, & Abilities:

Thorough knowledge of research procedures used in higher education research

Excellent written and oral communication skills

Strong problem-solving and analytical skills

Excellent attention to detail with strong writing and 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 Excel and data tables, including basic knowledge of pivot tables, v-lookups, and formulas

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 educational research, social sciences, economics, statistics, or other related field with strong communication and data management 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, social sciences, economics, or statistics, or other related field with strong communication and data management skills

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

Some experience using SQL, SPSS, R, SAS or other comparable data management/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 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 2024-2025 academic year. *If you are interested, please submit your cover letter and resume or CV to **Becki@wsu.edu**.*

For questions and concerns regarding the position, please contact Coleen McCracken at 509-335-3123 or Rebecca Lande at (509) 335-8098:

Coleen McCracken, cmccracken@wsu.edu

Becki Lande, becki@wsu.edu