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