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## Job Description: Student Research Assistant

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<b>Date Revised</b>	December 2, 2008
<b>By</b>	Neil Carlson, Assistant Director James Penning, Director Amanda Stek, Research Associate
<b>Responsible To</b>	Research Associate, Center for Social Research

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### Purpose

Student research assistants participate in the design, execution, analysis and evaluation of Center for Social Research projects. The Center is committed to providing student employees with educational and professional experience, significant responsibility that expands with experience, and a congenial team atmosphere. CSR RAs work throughout the academic year; summer employment is also available.

### Skills and Qualifications

#### *Required abilities and dispositions:*

- High personal motivation, self-management, and detail-orientation; ability to take responsibility in meeting deadlines and making progress without direct supervision.
- Strong spoken and written communications skills.
- Capacity and will to learn new software, research methods, and work routines quickly, under the mentorship of CSR staff; flexibility in responding to new research opportunities as they arise.
- Motivation to engage in and manage a wide range of intellectual and physical work, ranging from preparing mass mailings to analyzing proposed data-collection designs.
- Ability to share responsibilities and rewards with a networked team of coworkers, including off-campus clients and Calvin faculty, staff, and fellow students.

#### *Preferred additional qualities:*

- Strong existing computer skills with Microsoft Office (especially Access), SPSS statistical software, and general Internet and electronic communications.
- Articulate and tactful communications skills; readiness to meet and work directly with clients.
- Interest in professional development toward future graduate school or employment in advanced social research.
- Sophomore or junior standing in the fall, with a long-term interest in a responsible position at CSR through graduation.

## Responsibilities

- Handle and protect confidential and sensitive data with integrity.
- Manage data collection projects by meeting paper and electronic mailing deadlines, entering data, transcribing tapes and handwritten notes; learn and use technology to do these tasks more efficiently.
- Assist staff in design and maintenance of online surveys and relational databases; this frequently involves use of Inquisite and Microsoft Access.
- Prepare print documents, web pages, and other graphics using Word, Dreamweaver, and illustration packages.
- Assist staff in writing code and analyzing data in SPSS and Stata statistical packages.
- Assist staff and clients in the design, execution and evaluation of research projects, including literature reviews, surveys, focus groups, data integration and analysis.
- Produce written, tabular and visual materials for research reports and presentations.
- Assist staff in logistical management of the Center, including acquisition of supplies, inventory management, bookkeeping and strategic planning.

## Position Details

- Campus wage level II
- Generally flexible hours, 5-15 per week, with at least five hours at a fixed, regular time in our lab (Raybrook Building 2041; Suite 103)
  - [http://www.calvin.edu/weblogs/csr/new\\_home\\_for\\_the\\_csr](http://www.calvin.edu/weblogs/csr/new_home_for_the_csr)
- Homework and personal time are permissible in the lab, within reason, so long as you do not interfere with CSR projects or disturb other personnel.
- Please apply online at <http://www.calvin.edu/admin/csr/jobs>