

Calvin College Job Description

Job Title: Research Specialist
Department: Center for Social Research (CSR)
Reports To: Director, CSR
Group/Grade: Program Coordinator I, Grade 3
Status: Full-time, Non-exempt
Job Code: 5-02001-30-PC1-3

SUMMARY

This position will work in a technical support and technical leadership role on social science research and evaluation projects, often in conjunction with Calvin faculty and/or community-based organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Designs and manages relational databases and related tools for research use, including data in specialized systems such as Geographic Information Systems (GIS), web applications, surveys or statistical analysis.
2. Coordinates the collection, compilation, and visual analysis of research data, including training and mentoring of faculty and off-campus clients, CSR staff colleagues and undergraduate employees, interns and guests in database and GIS skills; functions as team leader for some data collection projects.
3. Cleans and prepares data for analysis, including design of complex Structured Query Language (SQL) queries and some programming, such as GIS models, scripting and similar forms of automation.
4. Conducts statistical and spatial analyses, and produces maps, charts, tables and other data visualizations from analyses.
5. Contributes content to writing of research grant proposals, budget narratives, IRB research proposals, and research reports. Communicates information about database design, management and analysis to clients and co-workers both in words and images.

SUPERVISORY RESPONSIBILITIES

May supervise and/or lead student research assistants.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

The position requires a Bachelor's degree (B. A.) from a four-year college or university; less than one year of related experience; or equivalent combination of education and experience. Strong statistical analysis ability, written and verbal communication skills and interpersonal skills are required. Knowledge of computers and related software such as web-based surveys and qualitative research packages is also required.

OTHER SKILLS AND ABILITIES

This position requires strong organizational skills and ability to attend to and manage high level of detail, especially in contract supervision and supervision of survey completion.

COMMUNICATION SKILLS

The position requires the ability to greet callers and visitors, answer questions about the college, and employ good communication skills and tact. Proofread correspondence for spelling, grammar, and content errors. Read blueprints, diagrams and/or schematics. May occasionally handle some confidential information.

JOB COMPLEXITY

The position requires the ability to carry out detailed written/oral instructions. Deals with standardized situations involving occasional variables.

ACCOUNTABILITY

The position has the authority, if approved, to take action or make recommendations that will affect procedures, processes, and practices involving customers or employees within the same department.

DECISION MAKING/JUDGMENT

This position occasionally requires independent judgment to complete tasks. Most of the responsibilities are performed in accordance with existing procedures and instructions.

WORKING RELATIONSHIPS

The position requires occasional participation with peers or customers, and deals with items of a routine nature with frequent supervision. Participants address common issues and present information beneficial and routine to resolving problems.

PHYSICAL DEMANDS/WORK ENVIRONMENT The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions