WILLIAM JAMES COLLEGE

Research Assistant

Position Summary:

Provides assistance in support of research activities under close supervision. Performs routine social/behavioral science research and data management activities and procedures. The RA will provide research/administrative assistance to the following subunits:

- Institutional Research
- Program Development, Monitoring & Evaluation
- Federal Grant Programs (e.g., HRSA)
- Statewide Contract Programs (e.g., Department of Veteran Services)
- Foundation Grant Programs

Essential Functions and Responsibilities:

- To conduct systematic literature reviews (use online library databases, save the results in a reference/citation database, summarize results for presentation);
- Assist in the development of standard data collection instruments (e.g., paper and online surveys, interviews, observation schedules, focus group guides, topic agendas);
- Perform a variety of routine data *collection* procedures (implement online surveys, assist in recruitment, obtaining informed consent, administering protocols, conducting interviews, making direct observations, abstracting secondary data from existing records, taking notes, etc.);
- Perform a variety of routine data *management* procedures (e.g., coding raw data, data entry, importing/exporting data across platforms, producing basic reports, data cleaning, database maintenance);
- Perform basic quantitative data *analysis* (basic descriptive statistics and bivariate analyses; multivariate experience a plus);
- Perform data *visualization* to effectively communicate results to various audiences;
- Perform basic qualitative data analysis to organize and analyze data for thematic content;
- Assist in the preparation of grant proposals, reports, presentations and manuscripts for publication;
- Maintains center records, reports and files as required;
- Enhances professional growth and development through participation in educational programs, reading current literature, in-service meetings, and workshops as needed
- Attends meetings as required;
- Maintains established institutional and departmental policies and procedures, objectives, quality assurance programs and safety standards;

- Consistently applies the institution's values of respect, honesty and fairness and the pursuit of excellence in improving the social and behavioral health status of people, institutions and communities;
- Maintains collaborative team relationships with peers and colleagues in order to effectively contribute to the working group's achievement of goals, and to help foster a positive work environment;
- Performs other similar and related duties as required or directed.

Required Qualifications:

- Bachelor's/Master's degree;
- 0-2 years of experience in research-related activities;
- Experience working in an academic environment and/or institutional research setting desirable
    - An equivalent combination of education and experience, which provides proficiency in the areas of responsibility listed above may be substituted for the above education and experience requirements.
- Knowledge of social/behavioral science research methods, principles, ethics;
- Knowledge of program evaluation helpful;
- Knowledge of any of the following is helpful: program evaluation, health services, public health promotion, disease prevention interventions, professional education, institutional research;
- Ability to perform basic data management tasks (data coding, entry, cleaning, maintenance);
- Ability to perform basic data analysis, visualization, and reporting (in words, numbers and graphics);
- Experience using quantitative data analysis software helpful (e.g., SPSS); experience with qualitative software also helpful (e.g., Atlas.ti, nVivo);
- Experience using online survey platforms helpful (e.g., Qualtrics);
- Experience using data visualization software helpful (e.g., Excel, Tableau);
- Experience using reference manager software (e.g., EndNote, Zotero);
- Proficiency with Microsoft Office including Word, Excel, PowerPoint, Access, Publisher;
- Excellent organizational and time management skills;
- Excellent communication skills (oral and written);
- Understanding of how to build or use relational databases is helpful (e.g., in REDCap);
- May be subject to increased hours to meet deadlines.

Interested candidates should submit a cover letter and resume to Michelle Costa, Human Resources Coordinator, at HR@williamjames.edu.

William James College is an Affirmative Action/Equal Opportunity Employer and is a community that embraces multiculturalism. As such, persons from historically under-represented minority groups are encouraged to apply.

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