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
  o 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.