

Work Study Job Description

Job Title	Research Assistant
Organization Name	College Success Foundation
Job Location	Issaquah
Address	1605 NW Sammamish Road Suite 200 Issaquah WA 98027
Pay Rate	\$15 - \$18
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Francis Ching
Phone Number	425-416-2000
Email Address	hr@collegesuccessfoundation.org
Website	http://www.collegesuccessfoundation.org/

Nature of Organization

We provide the unique integrated system of supports and scholarships to inspire underserved, low-income students to finish high school, graduate college and succeed in life.

Duties and Responsibilities

- Assume primary responsibility for Remark© related activities.
 - o Support instrument development in Microsoft Word and corresponding survey template development in Remark©.
 - o Support survey scanning and data cleaning efforts.
 - o Support staff training efforts regarding Remark© survey scanning software.
- Provide analytic support (descriptive statistics.)
- Provide reporting support (e.g. - preparation of data summaries and corresponding table and graphics.)
- Provide primary literature review support and management of a reference library.
- Support development of general R & E documents (e.g.- logic models, consent forms, incentive plans.)

Minimum Qualifications

- Pursuing a degree in education, social sciences, or related research/evaluation field. Bachelor's degree strongly preferred.
- Fluency with MS Office computer software applications
- Demonstrated willingness to understand CSF Programs' mission and objectives as they relate to data collection.
- Strong verbal and written communication skills.
- Acumen to work effectively with staff at all levels of the organization.
- Capacity to work independently with a high energy level, and to achieve objectives with efficiency and enthusiasm.
- Strong attention to detail, including ability to monitor and track progress on multiple tasks consistently and independently.
- Willingness to be trained.
- Familiarity with program evaluation tools and techniques, including logic models, theory of change and outcome map development preferred.
- Familiarity with Remark© or other similar data scanning software preferred.
- Familiarity with statistical software (e.g. SPSS or SAS or STATA) preferred.
- Knowledge of basic research design and methods, descriptive and inferential statistics, and other generally-accepted analysis approaches preferred.

Educational Benefits

This position provides opportunities for students to gain professional research and evaluation experience in the context of a large, education, non-profit. Through providing data collection, cleaning, analysis and reporting support, The Research Assistant will learn and develop applied research skills and techniques, including data management, descriptive statistics, and data visualization. By supporting efforts to develop and manage general Research and Evaluation documentation, students will gain exposure to diverse areas of education policy research, as well as exposure to important legal and logistical considerations involved in data collection. The Research Assistant will have opportunities to see how their efforts in research and evaluation can be leveraged to inform grant development, reporting and programmatic decision-making in order to improve student outcomes.

How to Apply

Each applicant must submit a letter of interest and a resume (Word or PDF files please). Screening of applicant materials will begin immediately and we will continue to accept applications until the position is filled. Selected applicants will be invited for an interview and will be asked to provide references.

E-mail application materials to: hr@collegesuccessfoundation.org, and indicate Research Assistant (Work Study) in the subject line.