



## Center for Collaborative Education

*Transforming schools for student success*

### Research & Evaluation Graduate Assistant/ Intern

The Research, Evaluation and Policy (REP) team at the Center for Collaborative Education (CCE) is looking for a graduate assistant/intern. This is a great opportunity for a current graduate student or recent graduate to gain experience on a small research and evaluation team. CCE conducts research that informs educational policy and practice to improve equity and student achievement. We also provide program evaluation and technical assistance to schools, organizations and institutions that need evaluation support to assess and improve their education programs. Both our research and evaluation studies use quantitative, qualitative and mixed methods. The intern will work directly with the senior director and senior research associate. The position has the potential to continue into the spring semester and beyond and pays \$15/hour.

#### Position Responsibilities

Our ideal candidate is a graduate student or recent graduate who is enthusiastic about using data to support purpose-driven organizations, has some experience in data entry and analysis (quantitative, qualitative, or both), and knowledge of statistics and research methods. The graduate assistant/intern will:

- Assist in data management, collection and analysis by entering, cleaning and analyzing survey data, as well as school and student-level data.
- Create charts, graphs and other figures for reports and presentations.
- Help draft, review and edit memos and research reports summarizing results of data analysis.
- Conduct literature reviews on a range of topics in education.
- Assist with other tasks as needed.

We are seeking someone with an interest in education, education policy or other social science with excellent writing and organizational skills, attention to detail, and experience with Excel, Survey Monkey, and SPSS.

#### Qualifications

- Must be a current graduate student or recent graduate (with advanced degree). Preferably enrolled in an Education, Evaluation, Analytics/Measurement, Public Policy, or Social Sciences program.
- Strong research background with the ability to analyze and evaluate data.
- Willingness and aptitude for acquiring new technical skills.
- Must be available to work 10-15 hours per week, flexible schedule, with opportunity to work remotely some of the time.
- Exceptional attention to detail and organization skills.

Please submit a cover letter, resume and brief writing sample. [Click here](#) to apply.

We look forward to hearing from you!