Research & Evaluation Graduate Assistant/Intern – Summer 2019

The Research, Evaluation and Policy (REP) team at the Center for Collaborative Education (CCE) is looking for a graduate assistant/intern for the summer of 2019. 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 fall 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 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 sciences with excellent attention to detail, writing and organizational skills, 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.
- Exceptional attention to detail and organization skills.
- Strong research background with the ability to analyze and evaluate data.
- Willingness and aptitude for acquiring new technical skills.
- Proficiency in Microsoft Office especially Excel (i.e. create formulas and produce tables, charts, and figures for reports).
- Basic skills in SPSS (i.e. produce descriptive analyses) with the opportunity for more advanced statistical analysis based on skill level/knowledge of SPSS.
- Must be available to work 10-15 hours per week, flexible schedule, with opportunity to work remotely some of the time.

Please submit a cover letter, resume, and brief writing sample. Click here to apply.

We look forward to hearing from you!