



**Frost Center for Data and Research  
Research Assistant**

HOPE COLLEGE

Established Date: August 18, 2020

Revision Date: May 26, 2022

**SALARY RANGE**

\$11.25 per hour

**DESCRIPTION:**

Research Assistants work with Frost Center for Data and Research professional staff and faculty members completing evaluation, research, and assessment. Research Assistants are directly involved with online survey development and administration, data collection, analysis, and other projects that support the Frost Center mission. Research Assistants report to the Operations Coordinator and receive project supervision from the Operations Coordinator and other Frost Center staff.

The Research Assistant will:

- Participate in training provided or offered by Frost Center for Data and Research
- Complete work as directed on Frost Center and faculty research, evaluation, and assessment activities, including:
  - survey design and administration
  - data cleaning and organization
  - summary statistics and quantitative analysis using SPSS
  - qualitative data content analysis and coding
  - updating and maintaining accuracy of records in the Assessment Portal
- Complete general office duties such as picking up and distributing mail to staff, making deliveries to other areas of campus, maintaining a professional office appearance and work area, plant care, and cleaning surfaces to ensure a safe working environment
- Participate in required Research Assistant meetings
- During all work shifts:
  - Check for project notes in the *Frost Center Student Work* shared document
  - Continue work on current projects and check in with staff members to see if they have work for you to complete.
  - When unsure about anything, request assistance from the Office Coordinator or the staff or faculty member with whom you are working
  - Greet all guests coming into the office and provide them with assistance
  - Answer Frost Center phones when staff members are not in their offices
  - Document project progress in the *Frost Center Student Work* shared document
  - Follow all safety protocols to maintain a clean and germ-free working environment

- Work a minimum of 8 hours per week during Fall and Spring semesters and up to 20 hours per week between semesters and in the summer
- Enter your work time accurately in the payroll system at the end of the shift and adhere to all other Hope College student payroll requirements
- If you are unable to work your shift over a break or due to another conflict, notify the Office Coordinator 48 hours in advance
- Research Assistants need to demonstrate completion each year of the following training: CITI training or the refresher course, FERPA training, and Title IX training

#### **QUALIFICATIONS AND SKILLS:**

- Current Hope College degree-seeking student
- Strong technical writing and verbal communication skills
- Proficiency with Microsoft Office and Google Docs, including spreadsheets
- Demonstrated organizational and time-management skills
- Accuracy and attention to detail
- Completion of at least one research methods or statistics course in the social or natural sciences
- Working knowledge of SPSS, Tableau, or Qualtrics is desired
- We are seeking individuals from diverse backgrounds, including students who are bilingual to translate surveys and interviews in Spanish
- Applications accepted through Handshake

#### **Physical Demands**

While performing duties, employee will occasionally stand; walk; sit; use hand to finger, handle or feel objects, tools or controls; reach with arms/hands; talk; hear. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **Work Environment**

The noise level in the work environment is usually moderate. The office is climate controlled.