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<b>Job Title</b>	research assistant
<b>PVN ID</b>	BM-1807-002592
<b>Category</b>	Research
<b>Location</b>	BOROUGH OF MANHATTAN C. C.
<b>Department</b>	mathematics
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$25.00
<b>Hour(s) a Week</b>	10.00-19.00
<b>Closing Date</b>	Jul 04, 2022 (Or Until Filled)

## General Description

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This position is for a research assistant for two sets of ongoing education research projects (one on online learning in higher education, and the other on college students' conceptual understanding in algebra). The research projects involve in-person interviews, the administration of online surveys, and analysis of large-scale datasets. This position allows for somewhat flexible work hours and location, depending on the particular duties, which will vary somewhat from week to week.

Duties may vary according to the successful candidate's expertise, but are likely to include the following: maintaining the project website, contacting students by phone/email, administering online surveys, data entry and formatting, tracking project timelines, and assisting the researchers generally with various aspects of project implementation.

Possible optional duties (depending upon the successful candidate's expertise) include: compiling literature reviews, editing manuscripts, drafting research documents, assisting in student interviews, and conducting statistical analysis.

### **The most important qualifications for this position include:**

- Ability to work independently and to take initiative
- Strong analytical and problem-solving skills
- Ability to carefully follow instructions and work meticulously on complex projects that require a high level of precision
- Ability to learn new procedures, techniques and/or software applications on the fly

### **The candidate must:**

- Be extremely reliable and skilled at tracking their own workflow and meeting deadlines, without frequent reminders from supervisors.
- Be able to communicate clearly, concisely, and effectively, with students, faculty and staff around the university, and with supervisors.

- Be very conscientious at taking precautions with project files, including regularly backing up files, protecting the anonymity of subjects, and following all human subjects and responsible conduct of research procedures.

This position may be held by a CUNY graduate student (but not an undergraduate student). For candidates with the appropriate level of experience and interest in conducting educational research, there are potential opportunities for research presentations and joint authorship of research reports. For bright and motivated candidates, this position will provide an opportunity to participating in all levels of a large-scale mixed methods educational research project.

## Other Duties

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## Qualifications

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