

Job Title	research assistant
PVN ID	BM-1911-003404
Category	Research
Location	BOROUGH OF MANHATTAN C. C.

Department

Status	Part Time
Hourly Rate	\$25.00
Hour(s) a Week	10.00-19.00
Closing Date	Mar 31, 2020 (Or Until Filled)

General Description

This position is for a research assistant for two research projects: one on online learning in higher education, and the other on generating a database of test questions to measure algebraic conceptual understanding. The research project involves 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. This posting is currently for a temporary position for 1-2 months, with the possibility of then afterwards being hired onto the projects more permanently, possibly either part or full time. We are looking for a candidate who can start as soon as possible.

Duties may vary according to the successful candidate's expertise, but are likely to include the following: contacting students and/or professors by phone/email, tracking course sections and students using Excel spreadsheets, managing software and devices for recording student interviews, uploading interview files, uploading student response data to surveys/test questions and checking the resulting csv files for errors, maintaining literature review databases and/or dropbox folders of relevant research literature, 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.

Preference will be given to candidates with a masters degree in a related field, but other candidates will also be considered. 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

Qualifications
