

<b>Job Title</b>	Research and Project Assistant
<b>PVN ID</b>	GS-1507-000622
<b>Category</b>	Research
<b>Location</b>	The GRADUATE CENTER
<b>Department</b>	Psychology
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$18.00-\$20.00
<b>Hour(s) a Week</b>	5.00
<b>Closing Date</b>	Sep 17, 2015 (Or Until Filled)

## General Description

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### Entry-Level Research and Project Support

This is an entry-level research and support position for an international study of youth community organizing and civic development. The study is now in the analysis and reporting phase, and we seek an applicant with strong communication and administrative skills that involve financial matters. This skill set is essential for communicating with the participating organizations through email and occasionally handling financial matters associated with supporting the organizations involved in the research. The research component of this study involves administrative and data collection tasks involved with a project that brings together teachers, and youth with an interest in community organizing.

## Other Duties

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Activities associated with data analysis and or report preparation as time an aptitude permit.

## Qualifications

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Aptitude for and a good working knowledge of Microsoft Excel

Well-organized, attention to detail

Strong email and social communication skills

An interest in qualitative or quantitative social research.