



Job Title	Research Assistant
PVN ID	NC-2212-005297
Category	Research
Location	GUTTMAN C. C.
Department	The Center for College Effectiveness
Status	Part Time
Hourly Rate	\$28.00-\$30.00
Hour(s) a Week	15.00
Closing Date	Feb 19, 2023 (Or Until Filled)

General Description

Reporting to the Director of Data Analytics, the Research Assistant will be part of the Center for College Effectiveness team and provide analytic and administrative support for conducting focus groups and interviews. Located in midtown Manhattan, the Stella and Charles Guttman Community College opened in 2012 with the goal of significantly improving student learning, retention rates, and graduation rates by rethinking community college education and practices. The Center for College Effectiveness leads the College's work related to institutional effectiveness, strategic planning, accreditation, institutional research and data analysis, data dashboards, and college-wide surveys.

Other Duties

Job Responsibilities and Duties:

- Performs various research/analytic activities from basic to more complex.
- Organizes focus groups/interviews by developing of focus group/interview protocols, recruiting subjects, and scheduling sessions.
- Conducts focus groups/interviews in accordance with protocol, data collection procedures, and documentation standards.
- Transcribes recordings of focus groups/interviews.
- Conducts qualitative analysis of focus group/interview transcripts.
- Creates and formats tables, charts, and graphs.
- Writes reports and summarizes findings.
- Manages data files, including compiling, coding, and maintaining security of records.
- Assists with preparing materials for focus groups/interviews, presentations, and meetings.

Qualifications

- Ability to communicate effectively orally and in writing.
- Experience conducting focus groups/interviews.
- Experience analyzing qualitative data.
- Ability to take direction, work collaboratively, and work independently, depending on the project.
- Ability to meet deadlines, handle multiple assignments simultaneously, and be flexible in an environment with changing priorities.
- Experience using NVivo or other qualitative software a plus.
- General knowledge of and commitment to higher ed and/or urban education a plus.
- **Education:**
 - Bachelor's degree or equivalent professional work experience.