Job Title	Research Assistant, CUNY Reading Corps
PVN ID	VP-2409-006464
Category	Research
Location	OFFICE OF EXEC VC & UNIVERSITY PROVOST

Department	Teacher Education
Status	Part Time
Hourly Rate	$30.00-$40.00
Hour(s) a Week	15.00-20.00
Closing Date	Jan 07, 2025 (Or Until Filled)

General Description

CUNY Reading Corps trains CUNY students to implement Reading Ready and Reading Go, professional development programs and one-on-one evidence-based literacy interventions for first- and second-grade students. CUNY Reading Corps has partnered with CUNY Schools of Education to bring children the support they need and to provide training in early literacy instruction to NYC's future teachers and education leaders.

Reading Ready and Reading Go tutors commit to tutor students who have fallen behind in their early literacy skills. High-dosage tutoring (3-5x per week) has been shown to be an effective way to help students make strides in their early reading skills, which are foundational to their future academic success. This project is part of several significant research studies to better understand the impact of literacy interventions on tutors and the students served.

The Research Assistant supports with data collection and analysis in support of research projects and program evaluation. The Research Assistant will report to the Director of Literacy Initiatives. This position is currently remote, but in-person activities may also be required. This is a part-time position requiring regular business hours, 9am-5pm, Monday – Friday, during fall semester. Initial period is 9/30/24 – 12/31/24, and renewal may be available.

Other Duties

- Oversee data collection and follow up on missing data as needed
- Analyze data using MS Excel and other statistical platforms
- Present data in tables and charts
- Create and manage research databases
- Prepare reports for funders
- Attend regular staff meetings
- Any other duties as assigned by the Director of Literacy Initiatives.

Qualifications

- Prior experience working with data, conducting research studies, and writing academic papers preferred
- Advanced expertise using MS Excel, Powerpoint, Google Sheets, MS Word and statistical analysis software
- Must be highly organized, detail oriented, and efficient
- Master's degree preferred