

Research Assistant Needed

The Caster Family Center for Nonprofit and Philanthropic Research and the Nonprofit and Philanthropic Institute at the University of San Diego are seeking a Research Assistant to assist with research projects and administrative tasks. This is a part-time position (15-30 hours per week) for work to be conducted primarily on-site at the University of San Diego. This is an excellent opportunity to enhance and gain additional skills and experience with primary quantitative and qualitative research, secondary research, program evaluation, and the nonprofit and philanthropic community.

Responsibilities

- Assist with data collection, documentation, and reporting of quantitative and qualitative data
- Create, manage, and update Excel spreadsheets
- Verify data by comparing it to source documents
- Conduct telephone interviews
- Summarize data in graphic and written formats, using Word and PowerPoint
- Conduct secondary research
- Conduct other duties as assigned

Requirements

- Computer savvy and a fast typist
- Proficiency in Microsoft Office required (Word, Excel, and PowerPoint)
- Working knowledge of office equipment and computer hardware and peripheral devices
- Good command of English, both oral and written
- Good time management skills
- Keen eye for detail and accuracy
- Excellent in planning, organizing, and prioritizing
- Understanding of data confidentiality principles
- Ability to remain flexible with job responsibilities
- Friendly and professional demeanor
- Bachelor's degree or equivalent
- Experience working with SPSS, Survey Monkey, and Qualtrics preferred, but not required
- Experience working in military culture preferred, but not required

Compensation

- \$15-\$18 per hour, commensurate with experience

To Apply

Please send resume to Connelly Meschen at cmeschen-09@sandiego.edu
Position available for immediate hire or by February 1, 2017.

About the Nonprofit and Philanthropic Institute

The Nonprofit and Philanthropic Institute is part of the School of Leadership and Education Sciences at the University of San Diego. It is dedicated to educating leaders and advancing best practices in the philanthropic and nonprofit community through academic excellence, applied learning, research and forums that examine issues of strategic importance to effecting meaningful change. Founded in 2002, the Nonprofit and Philanthropic Institute shares in the University of San Diego's dedication to social responsibility and community service. The dignity of human life, the health of our planet, and building strong, compassionate and just societies are at the heart of what we do every day. The Caster Family Center for Nonprofit and Philanthropic Research is a part of the Institute and provides individualized research, evaluation, and consulting services that strengthen nonprofits and philanthropies.