

## Seeking Part-Time Research Assistant July 2018

### About the Caster Family Center for Nonprofit and Philanthropic Research (Caster Center)

Housed within The Nonprofit Institute in the School of Leadership and Education Sciences at the University of San Diego, the Caster Center works in collaboration and under contract with nonprofit and philanthropic organizations. We provide needs assessments, program evaluations, and other custom research projects. Our center also serves as an important training facility that enables students to directly engage in a variety of applied quantitative and qualitative research projects throughout San Diego County and beyond.

### Overview of Research Assistant Position

The Research Assistant will support research projects and related activities undertaken by the Caster Center, including designing, implementing and reporting quantitative and qualitative research, program evaluations, primary data collection, secondary research, and data analysis. The Research Assistant is an integral part of the team who also assists with administration, operations, organizational protocols and procedures, social media, marketing and communications, and other duties as needed.

- Part-time temporary position renewable on an annual basis
- 20-25 hours per week (flexible)
- \$16-\$22 per hour
- Potential to go full-time after 3 months, contingent upon performance and funding
- Operates independently under general guidance of the Caster Center Director of Research or Senior Research Associate

### Responsibilities

- Supports the Caster Center team by coordinating and managing projects related to research and survey design, data collection, cleaning and analysis, secondary research, project management, production of reports, presentations, IRB's, and other deliverables
- Provides direct assistance and serves as client liaison on select research/evaluation projects and other Caster Center-related studies
- Models and ensures highest level of research ethics and applied research quality
- Collaborates with team to ensure master databases and research files are accurately maintained and up-to-date
- In conjunction with Director of Research and Caster Center team, manage project traffic flow, timelines, and deliverables as assigned
- Establish and build standards of uniformity, consistency, quality, and branding in Caster Center research methods, protocols, templates and best practices
- Support Caster Center team-building activities and other Caster Center initiatives

## Qualifications

- Bachelor's degree required
- Proficient with Microsoft Word, Excel, and PowerPoint
- Strong written and verbal skills
- Excellent organizational skills and attention to detail
- Self-starter and takes initiative
- Ability to be self-directed and work independently
- Experience with social media
- Flexibility and willingness to perform a wide range of duties
- Previous experience with any of the following is a plus
  - Nonprofit and philanthropic sector
  - Quantitative research (e.g., survey design, data analysis, sampling strategies, etc.)
  - Qualitative research (e.g., interviewing, focus groups, coding, etc.)
  - SPSS
  - Qualtrics or Survey Monkey
  - Program evaluation
  - Military-connected

## To Apply

- Send resume and cover letter to [nonprofit@sandiego.edu](mailto:nonprofit@sandiego.edu)
- Application deadline August 3, 2018