



**ALVERNO COLLEGE**  
ESTABLISHED 1887

**Position Title:** Student Research Assistant

**Date:** 2019/2020

**Department:** Research Center for Women and Girls

**Status:** Student Employment

**Reports To:** Jodi Eastberg

**Salary:** \$10/ hr

**Student Research Assistant Job Description: RCWG**

**Objective:** The Research Assistantship is an appointment under the Research Center for Women and Girls (RCWG) Office. Under the supervision of the Executive Director of the RCWG, the Research Assistant is responsible for assisting the center in a variety of tasks to support research activities including outreach. The research project is intended to provide the opportunity to learn proper research procedures and techniques as well as essential functions of running a research center. This year's focus is Wisconsin Women in Public Life. The Assistant should have knowledge of or an interest in learning about Wisconsin politics and female elected officials.

**Typical Duties:** The Executive Director will determine the research goals to assist in the preparation for and achievement of the research goals which may include the following and/or other duties specific to the research objectives:

- Collect data as assigned through multiple techniques and procedures, library research, structured interviews or other project specific methodology.
- Interpret, synthesize and analyze data through multiple data mining platforms such as Excel and SPSS.
- Schedule, organize and report on status of research activities.
- Plan and modify research procedures or software management.
- Write and edit materials for publication and presentation including social media posts and conference presentations.
- Meet with executive director weekly to maintain ongoing communication regarding the quality of the assistant's performance.
- Has experience using Microsoft Office, Google platforms, and various social media platforms.
- Assists with registration and event planning for outreach activities.
- Transcribes interviews, observations, or any other recorded data.
- Performs other related duties as required.

**Qualifications:** Education/Experience

Current enrolment in the undergraduate or graduate studies programs with experience and authority in the subject matter of the research project in question. Social Science, Women and Gender Studies, and

Data Analytics or Mathematics majors or supports preferred, but not required.

**Skills/Abilities:**

Subject knowledge and oral/written communication skills to discuss and document research progress.

**Pay Range:**

\$10 / hour

**Required Hours:**

5-10 hours per week with occasional flexibility to work from home

**Questions:** Jodi Eastberg [Jodi.eastberg@alverno.edu](mailto:Jodi.eastberg@alverno.edu) or 382-6471

Ready to apply? Click [HERE](#) to complete your application.