Student Research Assistant - ARPE

Position type: Hourly
Campus: University of Massachusetts Donahue Institute (UMDI)
Department: Applied Research and Program Evaluation (ARPE)

Primary Work Location:
100 Venture Way, 3rd Floor, Suite 5, Hadley, MA 01035

Normal Work Schedule:
This is a part-time position (10-20 hours/week) for the 2021-2022 academic year with the opportunity for work over the 2021-2022 winter break.

Job Summary:
The University of Massachusetts Donahue Institute (UMDI) Applied Research and Program Evaluation (ARPE) business unit provides research services to a broad client base in the education, community health, and human services sectors. Our research blends quantitative and qualitative methods to deliver findings that help our clients determine needs, assess outcomes, and identify opportunities for improvement. We believe that evaluative work is a key drive in advancing equity and strive to utilize culturally responsive and equitable evaluation practices in all of our work.

The Student Research Assistants will work under the direction of the UMDI research professionals. They will support the work of UMDI and ARPE through quantitative and qualitative research and analysis, creating data visualizations, performing literature reviews, assisting with surveys, and other research tasks.

Essential Functions:
Essential Functions of the ARPE Student Research Assistant include:
- Assist with data collection (surveys, key informant interviews, focus groups), and literature reviews;
- Perform data entry, data cleaning, and quality assurance tasks;
- Assist with basic quantitative and qualitative analysis;
- Prepare charts and tables;
- Assist with writing memoranda and sections of reports.

Other Functions:
- This position may entail writing duties and some independent project tasks.
- Other duties as assigned.

Minimum Qualifications (Knowledge, Skills, Abilities, Education, Experience):
- Current status as a UMass Amherst undergraduate student;
- Major in Education, Sociology, Public Health, Public Policy, Psychology, or related disciplines;
- Demonstrated proficiency in professional office software, such as Word, Excel, PowerPoint;
- Demonstrated ability to develop charts and tables;
- Interest in gaining experience working with data.
Preferred Qualifications (Knowledge, Skills, Abilities, Education, Experience):
- Completion of a statistics course and/or research methods course, with an introduction to statistical software such as Stata, SPSS, or SAS.
- Familiarity with other specialized tools such as Qualtrics, NVivo, or Tableau.

Working Conditions:
- Multiple hours in a stationary position while using office equipment and computers.
- This role requires a strong attention to detail, high levels of accuracy and organization, and a commitment to meeting deadlines.
- Environment and work demands are fast-paced and dynamic, resulting in multiple interruptions and requests for assistance.
- Ability to transport items weighing less than 15 pounds from one location to another.
- The physical/mental demands and work environment factors described above are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Additional Details:
- This position is funded by grants and/or contracts and is contingent upon funding.
- Applicants must be work authorized for employment in the U.S.
- Pay rate of $16.00/hour.
- Interested applicants should apply by sending a cover letter, resume, and list of three (3) references to ARPErecruitment@donahue.umass.edu by 5:00pm on Friday, October 29, 2021.