Position Information

Job Title	Research Associate
Internal Title	
Band	Unclassified
Requisition Number	009586
Minimum Salary	Salary commensurate with qualifications.
Salary Range	
Pay Basis	12 months
Department	College of Education - Office of Program Evaluation
Campus	USC Columbia
Expected Fill Date	11/02/2015
Job Posting Date	10-02-2015
Reopen Date	
Minimum Posting Period Ends	10-08-2015
Job Close Date	
Type of Position	Research Grant
Job Type	Full-Time
Job Category	Professional/Administrative
If Research Grant/Time Limited, indicate the benefits provided	Health Insurance Retirement Annual Leave Sick Leave
	Plans and conducts a variety of research tasks, including data collection, analysis, and reporting, for research faculty members in the Office of

Program Evaluation in the College of Education. Assists faculty members in organizing, managing, and developing the work of graduate students. Possesses training and skills in both quantitative and qualitative methods, but may specialize in either quantitative or qualitative methods. This position will support a collection of projects focused on science and math education.

Job Duties Include:

Contributes to research teams on the design and development of methods used to evaluate programs, conduct research studies, and/or support an assessment project. Participates in meetings of research teams and clients and consults with project faculty. Communicates with clients regarding project activities as directed by faculty members.

Assists one or more faculty members in organizing and managing the work of the graduate students. This includes project coordination and management, delegation of tasks to Research Assistants, review of Research Assistants' work and providing feedback on their work, and offering professional support to develop students' skills.

Assists in the development and selection of instruments and tools for analysis of educational data. This includes developing survey items, interview and focus group protocols, and rubrics and other measures of implementation and program quality.

Job Description

Collects data in a variety of formats, including surveys (both in-person and online), focus groups, interviews, and other applicable data collection methods. Responsible for data integrity and executing extensive quality assurance and confidentiality procedures. Maintains appropriate documentation.

Performs data analyses including data entry, data management, statistical analysis, and qualitative coding. Uses appropriate software such as SPSS, SAS, and Excel for analyzing data. Maintains documentation of data files and analyses. Responsible for data integrity and executing extensive quality assurance and confidentiality procedures. Maintains appropriate documentation.

Writes technical reports to summarize methods and results. Uses MS Word and MS Excel to prepare reports, including creating tables and graphs as well as formatting reports. Reviews narrative written by other team members and provides timely feedback. Schedules timelines for drafting narrative that includes appropriate time for supervisors' review. Presents reports to clients and key stakeholders as requested.

Other duties as assigned.

Demonstrated ability in data analysis and research methods is required.

	Detail oriented, organized, and possess the ability to work independently and on teams. Willingness to learn new approaches and applications. Excellent written and oral communication skills, strong interpersonal skills, and ability to manage multiple tasks within multiple projects.
Minimum Qualifications	Requires a master's degree with training and at least three years of experience in educational evaluation and/or research. Must also have experience using Microsoft Office, including Excel, Word, and PowerPoint. Requires training and experience in both quantitative and qualitative data analysis methods, but may specialize in either method.
Preferred Qualifications	Knowledge of and experience in educational assessment. Experience with statistical computing software such as SPSS, SAS, and/or R. Familiarity with current education issues in South Carolina. Background in science and/or math education. Supervisory experience is also a plus.
Documents which must be associated with this posting	Resume/CV Cover Letter Other Document (See Special Instructions) List of References
Special Instructions to Applicants	Please submit a research or evaluation report that you have written or contributed to.
SOC Code	21-1091

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