The Office of Institutional Research and Planning is seeking a graduate research assistant with a desire to gain experience in applied research and use of applied statistics.

**ELIGIBILITY:**
Graduate research assistants must be admitted to a PSU graduate program and must be enrolled for 9 or more graduate credit hours in Fall Term 2015. This position will begin Fall Term 2015.

**RESPONSIBILITIES:**
- Summarize information into tables or short narratives.
- Assist in responding to information requests and preparing reports using software packages for statistics, databases, graphics, spreadsheets, and word processing applications.

**REQUIRED SKILLS:**
- Experience using SPSS statistical software.
- Experience with MS Excel.
- Experience with MS Access or other database software in a PC environment.
- Ability to describe and explain statistical information.
- Ability to write clearly and concisely in English.
- Strong organizational skills, including attention to detail and accuracy with numbers.
- Ability to work cooperatively as a member of the research team.
- Ability to learn new skills quickly.
- A desire to gain experience with statistics and applied research.

**PREFERRED SKILLS:**
- Experience and training in research design, website updates (Drupal), and data analysis (Tableau).
- Familiarity with SAS statistical analysis software.

**SALARY & TUITION REMISSION:**
The salary will be $2,088.00 per term, prorated for starting date, if necessary, and will be paid monthly. The appointment is .30 FTE, where 1.00 is a full-time appointment at a rate of $20,880.00 for a 9-month appointment. The person hired will be expected to work 12-15 hours per week from date of appointment. Graduate assistants receive a remission of $3,000/term applicable toward the instructional fee for the first 9 credit hours, but must pay building, health and incidental fees.

Continuation beyond Fall Term is dependent on satisfactory performance of duties and availability of funding.

**TO APPLY:**
Please email resume, cover letter, list of relevant coursework, and names of three references to instres@pdx.edu. Alternately, you may deliver your application materials to the Office of Institutional Research & Planning, Suite 385 Market Center Building, 1600 SW Fourth Avenue. Applicants will be notified of the status of their applications by email as soon as the review has been completed. Position will remain open until filled.

Portland State University is an Affirmative Action, Equal Opportunity Institution and, in keeping with the President’s diversity initiative, welcomes applications from diverse candidates and candidates who support diversity.