The Research Assistant supports Campus Rec organizational assessments such as the Member Survey, Employee Survey and Strategic Plan Reports. This includes both independently and collaboratively conducting data collection, data processing, data analysis and reporting.

**DUTIES AND RESPONSIBILITIES**
- Data processing (Excel) including sorting, calculating averages and counts, calculating response rates, and creating and formatting charts and graphs
- Maintain data integrity and accuracy
- Analyze qualitative survey/feedback data
- Move and reorganize data accurately between files and formats
- Compile and create data summary reports from multiple sources (Word and PPT)
- Communicate summary results of survey findings
- Meet with supervisor regularly
- Other duties as needed

**EXPECTATIONS**
- Complete work tasks on-time, independently without supervision
- Accurately work with complex quantitative/numeric datasets
- Attend to details with efficiency and accuracy
- Maintain data confidentiality and integrity
- Clearly communicate and explain data and reports, both verbally and in writing
- Balance academic and other life responsibilities with position

**TYPICAL WORKING HOURS**
Hours can average between 10-20 hours per month, and will vary according to reporting needs. Work schedule is flexible, and is established collaboratively with supervisor according to each project’s timeline. All work will be done remotely.

**WORKING CONDITIONS**
- All work done remotely
- Zoom and Google Hangouts are the platforms used for meetings
- Google Suite required for document sharing and collaboration

**MINIMUM QUALIFICATIONS**
- Campus Rec Employee Requirements
  - Maintain minimum enrollment (6 credits for undergraduates, 5 credits for graduates) for three out of four terms in the year
  - Minimum 2.0 grade point average (undergrad) and 3.0 (graduate) and maintain good academic standing throughout employment
Commitment to Campus Rec’s mission, vision, values, and dignity statements
- Positive attitude
- Ability to respond to emergency situations
- Good communication skills
- Ability to work with people
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions.
- **Must successfully complete a background check**

**Research Assistant Requirements**
- Strong follow through and quick responsiveness
- Exceptional attention to detail
- Strong verbal communication skills
- Strong MS Excel and Word skills (*be able to sort, calculate averages/counts, make and re-format charts and graphs in Excel, transfer data from Excel to Word, format Word reports*)
- Google Docs, Drive, Sheets skills

**Preferred Qualifications**
- Experience compiling survey data
- Advanced Excel skills

**To Apply**
1. Complete our [Campus Rec Application](#), a resume, and a **one-page cover letter** describing your interest in the position and any related experience.
   - See [http://www.pdx.edu/careers/writing-cover-letters](http://www.pdx.edu/careers/writing-cover-letters) for tips on how to write your cover letter
   - See [https://www.pdx.edu/careers/writing-a-resume](https://www.pdx.edu/careers/writing-a-resume) for tips on how to create a resume.
2. Email **application, resume, and cover letter** (and any supplemental materials) as PDFs to [crecjobs@pdx.edu](mailto:crecjobs@pdx.edu) with the subject line stating "RESEARCH ASSISTANT, last name."
3. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant at 503-725-2946 or [ckwong@pdx.edu](mailto:ckwong@pdx.edu)

*Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.*

**Deadline for Submission:** October 5, 2020 10:00am