

## ***Hourly Graduate Student Position: Qualitative Research***

### **Job Description:**

The College of Research and Evaluation Services Team (CREST) invites applications for a Graduate Service Assistant. CREST provides research support in making data-informed decisions that provide accountability and contribute to program planning, development, and improvement. CREST utilizes a collaborative approach when implementing the research and evaluation processes for all of the clients served, including higher education, school districts, and human service organizations in the Arizona community. Our mission is to provide an array of research services that support quality research development and program improvement across multiple-disciplines and partnering organizations at the local and state level.

The CREST staff work on a number of education-related evaluation projects. We are seeking a highly motivated individual to assist with evaluation studies using qualitative research methods. Project support is available for September through December with the possibility of extension.

### **Essential Duties:**

Collect interview data, analyze qualitative data, create summary tables of findings, and assist in report writing.

### **Minimum qualifications**

- Currently admitted to a graduate degree program at Arizona State University
- Maintain a 3.00 cumulative GPA for all ASU graduate credit courses
- Must enroll in at least 1 credit hour during each fall and spring semester during the appointment

### **Desired Qualifications:**

- Master's Degree in a social science, education, or related area.
- Experience collecting qualitative data through interviews and focusgroups.
- Excellent written and verbal communication skills.
- Experience working well in a team environment and maintaining a productive work environment.
- Ability to adhere to reporting deadlines.
- Proficiency in conducting qualitative analysis and writing reports.

### **Working Environment:**

- Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of sitting, standing, walking.
- Visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds.
- Ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties. Regular review of completed tasks.

### **Department Statement:**

The Office of Knowledge Enterprise Development is committed to Advancing Research, Innovation, Entrepreneurship and Economic Development. We seek research funding, support faculty researchers, nurture partnerships with external partners, promote innovation and entrepreneurship, and share what we learn with the community and the world. We make discovery possible. <http://research.asu.edu/>.

**ASU Statement:**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Close Date: September 14, 2017**

**Instructions to Apply:**

Please submit to [Wendy.Barnard@asu.edu](mailto:Wendy.Barnard@asu.edu) the following materials:

- A cover letter specifying relevant qualifications and training,
- Curriculum vitae, and
- Contact information for at least three professional references.

Please include "Application for Graduate Student Position – CREST" in the email subject line. Initial review of applications will begin on September 12, 2017; As long as the position is not filled, review will continue every week thereafter until the search is closed.