

STUDENT LABOR POSITION DESCRIPTION

Berea College Lumina Grant Research Team

Submitted 01/14/03

Position Title: Research Assistant

I. Grade Level: 4

II. Description:

The following are the essential duties for a Research Assistant for the Lumina Grant Research Team

1. Attend regularly scheduled meetings with other members of the Research Team.
2. Assist with the analysis and comparison of the national survey data.
3. Participate in conducting personal interviews and focus group research.
4. Perform other research-related duties as assigned.
5. The student should demonstrate a commitment to the spirit and nature of the research

III. Learning Opportunities:

- A. Develop skills in qualitative and quantitative research methods, collection and analysis
- B. Increase written and oral communication skills
- C. Meet deadlines and work under time constraints.
- D. Participate in a national research project and gain global perspective of the relationship between work and personal achievement.

IV. Basic Qualifications:

- A. Dependable, responsible, service-oriented, discrete, accurate.
- B. Possess an attention to detail.
- C. Familiar with computer operations and applications (including Microsoft Word and Excel)
- D. Strong verbal and written communication skills, knowledge of office procedures and duties
- D. Willingness to travel periodically with the Team

V. Desirable Qualifications:

- A. Positive disposition
- B. Familiar with the SPSS data processing computer system
- C. Prefer long-term commitment due to extensive training. The research will take place over the next 2 ½ years.

VI. Narrative Summary:

This student will be an integral part of the Research Team. They will be expected to participate in discussions concerning the data analysis and to offer their unique perspective to the Team regarding students' participation in the research.