

## Chabot College

Office of Research, Planning, and Institutional Effectiveness (ORPIE)

### Student Research Assistant

Part-time Job: 12-15 hrs/wk

Open to Chabot students, with or without Financial Aid

Must be attending Chabot in Fall 2024 and Spring 2025 (preference given if also attending in Fall 2025)

Student Assistant Hiring Rates: \$16.00/hour

#### Position Description:

Under the guidance of the Director of Research, Planning, and Institutional Effectiveness, the Student Research Assistant assists the ORPIE staff by: 1) organizing and conducting data entry and analysis activities, 2) producing complex text, tables, graphs, mail-merges, and reports in Word, Excel, and PowerPoint, 3) obtaining research information from the Web, 4) using survey software, such as Microsoft Forms, to design surveys, 5) monitoring office supplies, and 6) assisting with other related administrative, clerical, and research tasks.

#### Why work here?

Students from our office have gone on to transfer to UCs, CSUs, and other four-year institutions. Some have developed careers and now work professionally in Institutional Research or Informational Technology Services (ITS). Working in our Office will help you develop skills in data analysis, detail-orientation, communication, data visualizations, and teamwork required in many future careers. In addition, your voice and perspectives as a student will be considered to help shape our office's research and college-wide decisions.

#### Representative Duties:

- Create Excel spreadsheets, statistical tables, and associated visualizations
- Perform text and numeric data entry, coding, and analysis tasks and review prepared reports for accuracy
- Assist in the preparation of written reports and PowerPoint presentations
- Research or conduct literature reviews on selected topics
- Organize and maintain computer and paper files
- Retrieve, download, format, and/or print data and text files off the Web
- Design and mail merge Word files to produce lists, letters, labels, and other text products
- Use survey software to design surveys
- Perform support functions such as preparing mailings, organizing paper files, monitoring supplies, completing business paperwork

#### Necessary experience or abilities:

- Experience in design and use of Excel tables, graphs, and text
- Experience and knowledge of most Word and MS Office functions
- Experience in designing and revising PowerPoint presentations
- High-level English comprehension and communication skills
- Detail orientation, thoroughness, and follow-through
- Ability to take on and complete projects independently

#### Preferred experience or training:

- Good organizational skills
- Design experience and/or artistic ability
- Enjoys learning new software

If interested, [please click here to apply online.](#)

Email questions to: Brian Goo, Director of Research, Planning, and Institutional Effectiveness at [bgoo@chabotcollege.edu](mailto:bgoo@chabotcollege.edu)

*Before applying, please review the kinds of work our office does on [our Chabot website.](#)*

*Priority Deadline Wednesday, 4/24, then applications accepted on rolling basis*