

Chabot College
Office of Institutional Research

Student Research Assistant

Part-time Job

Open to Chabot students, with or without Financial Aid

Must be available both Fall 2015 and Spring 2016

Especially interested if you will also be attending Chabot in Fall 2016

5-12 hrs/week

Student Assistant Rates: \$9.00-\$9.50/hour

Position Description

Under the direction of the Coordinator of Institutional Research, the Student Research Assistant assists the Office of Institutional Research staff by organizing and maintaining office, computer and paper files, organizing and conducting data entry activities, producing complex text, tables, graphs, mail-merges, and reports in Word, Excel, and PowerPoint, monitoring and ordering office supplies, tracking budgets and budget items, answering the phone, preparing incoming and outgoing mail, scheduling meetings, obtaining research information from the Web, and assisting with other related administrative, clerical, and research tasks. To learn more about what we do, check out the IR website at www.chabotcollege.edu/ir.

Representative Duties

- Perform text and numeric data entry tasks.
- Create Excel spreadsheets, statistical tables, and associated graphics
- Design and mail merge Word files to produce lists, letters, labels, and other text products.
- Organize and maintain computer and paper files.
- Assist in the preparation of written reports and PowerPoint presentations.
- Retrieve, download, format, and/or print data and text files off the Web.
- Perform support functions for the Office of Institutional Research such as answering phones, preparing letters, preparing mailings, and monitoring supplies, completing business paperwork.

Necessary experience or ability

- Experience in design and use of Excel tables, graphs, and text
- Experience and knowledge of most Word and MSOffice clerical functions on NT computer
- Experience in designing and revising Power Point presentations
- Experience in keeping track of supplies, requisitions, budgets, and other financial information
- 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
- Clear writing ability

If you are interested,

please contact for an application and interview:

Dr. Carolyn Arnold, Coordinator of Institutional Research
Room 166, (510) 723-6965, carnold@chabotcollege.edu