

Chabot College
Office of Institutional Research

Student Research Assistant
Part-time Job: 8-15 hrs/wk

Spring 2019, Fall 2019, and Spring 2020
Open to Chabot students, with or without Financial Aid
Must be attending Chabot in Spring 2019, Fall 2019, and Spring 2020
Student Assistant Hiring Rates: \$12.00/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 conducting data entry activities, producing complex text, tables, graphs, mail-merges, and reports in Word, Excel, and PowerPoint, using survey software to revise and scan paper surveys, monitoring office supplies, obtaining research information from the Web, and 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 in Institutional Research or ITS and now work professionally in area community colleges. Working in our Institutional Research Office will help you develop skills in data analysis, detail-orientation, communication, data visualizations, and teamwork required in many future careers!

Representative Duties:

- Create Excel spreadsheets, statistical tables, and associated graphics
- Use survey software to design and scan paper surveys
- Perform text and numeric data entry tasks
- Assist in the preparation of written reports and PowerPoint presentations
- Research or conduct literature review 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
- 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 MSOffice 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 contact for an application:

Dr. Cynthia Gordon da Cruz, Coordinator of Institutional Research
(510) 723-6965 / cgordondacruz@chabotcollege.edu

Before applying, please review the kinds of work our office does at www.chabotcollege.edu/ir

*Priority **Deadline Wednesday 5/1**, then applications accepted on rolling basis*