

**Chabot College**  
**Office of Institutional Research**

**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 2022 and Spring 2023 (preference given if also attending in Fall 2023)**  
**Student Assistant Hiring Rates: \$15.00/hour**

**Position Description:**

Under the guidance of the Director of Research, Planning, and Institutional Effectiveness, the Student Research Assistant assists the Office of Institutional Research 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 to design surveys (only applies when working in the office), 5) monitoring office supplies (only applies when working in the office), 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 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 visualizations
- Perform text and numeric data entry, coding, and analysis tasks
- 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 (only applies when working in the office)
- Use survey software to design surveys (only applies when working in the office)
- Perform support functions such as preparing mailings, organizing paper files, monitoring supplies, completing business paperwork (only applies when working in the office)

**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 download application from the [Chabot OIR website](#).**

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 at [www.chabotcollege.edu/ir](http://www.chabotcollege.edu/ir)***

***Priority Deadline Thursday 5/2 then applications accepted on rolling basis***