

## **Master's Level Research Assistant - start date: Jan 2, 2019**

Responsibilities include, but are not limited to:

- Data collection and data entry
  - Including national reporting for federal grants
  - Data audit and cross-checks
- Design and administration of data collection tools
- Assisting participants with completing data collection instruments
- Communication with students, parents, guardians, teachers, and other stakeholders
- Conducting literature searches and manuscript drafting
- Conference abstract and presentation preparation
- Assisting Principal Investigator, Program Director, and Program Manager with recruitment, outreach, and technical assistance (includes evening and weekend events occasionally)

### **Requirements:**

- Current or incoming student with demonstrated ability to work in a highly productive independent manner in a fast-paced setting,
- CITI certification (social/behavioral) involving human subjects (can be completed in first week, if hired)
- Level II background check (can be completed in first week, if hired)
- Exceptional organizational skills
- Ability to gain a quick understanding of the position and program/evaluation needs
- High productivity and output
- Advanced literature search and writing experience
- Data analysis experience preferred
- Impeccable punctuality and reliability are essential
- Excellent interpersonal skills
- Detail-oriented
- Ability to work independently as well as effectively communicate in a team environment
- Adherence to policies and procedures.
- 20+ hr/week (office-based at least one day per week).
- Cannot be concurrently enrolled in an internship or practicum experience. If the student is enrolled in an internship, then they must commit to working on-campus two full business days per week
- Three semester commitment (spring, summer, with option to renew based on performance)

**Education Value:** The student will acquire experience in data collection and data reporting in the context of a federally-funded demonstration grant, as well as program implementation, program evaluation, and administrative coordination in an academic research context. Stipend and tuition waiver will be provided commensurate with College policies and procedures.

**Evaluation:** Students are evaluated on how quickly they become technically competent, as well as their overall productivity. Students are also evaluated on how well they understand advanced principles of research implementation and evaluation in a fast-paced setting, while balancing the sensitivity, professionalism, and discretion needed for this position.

**Application procedure:** Please email all materials to Dr. Shanna Burke at [sburke@fiu.edu](mailto:sburke@fiu.edu)

- Cover letter indicating interest in position, knowledge of or experience in working with young adults or adults with intellectual disabilities, previous research experience, previous data collection, data entry, and/or research evaluation experience, timeline of doctoral program completion, and career goals
- Academic resume or curriculum vitae
- Two writing samples (student preferably first author)
- Recommendation letters not necessary, but accepted