

Office of Academic Affairs/Community Research Partners Graduate Position

OVERVIEW

Ohio State's Office of Academic Affairs and Community Research Partners are currently seeking a graduate student to fill a Research Assistant position. The position will provide the graduate student with work experience in a nonprofit research and data center. In particular, the position requires performing tasks associated with supporting a variety of CRP's community data, research, and evaluation projects, and the tasks are to be performed under the direction of the Director of Research Services, Associate Director of Research Services, or another full-time CRP staff person. The position is part-time, with hours to be determined based on the student's schedule and availability. Duties associated with the position, as well as required and desired skills, are listed below.

DUTIES & RESPONSIBILITIES

1. Assist in statistical analysis of current CRP data projects.
2. Assist in maintaining and updating CRP's community data programs, including the DataSource website and the Community Indicators Database.
3. Retrieve data from local, state, and national data sources.
4. Assist in preparing reports and other materials, including data collection; data entry and analysis; formatting of narrative, graphs, and tables; fact-checking; and proofreading.
5. Work as part of a project team in collaboration with CRP staff.
6. Undertake other special projects as needed.

REQUIRED SKILLS and ABILITIES

1. Current enrollment in, and completion of at least three years of, an undergraduate program in geography or other social science, public policy, urban planning, or related discipline.
2. Professional and interpersonal skills necessary to work

- effectively with CRP staff and in the community.
3. Proficient in the use of standard office software (Word, Excel, PowerPoint, Outlook).
 4. Proficient in the use of statistical methods.
 5. Well organized and detail oriented; able to effectively manage multiple tasks.
 6. Able to work independently and as part of a small team in a challenging, fast-paced environment.

DESIRABLE SKILLS and ABILITIES

1. Knowledge of demographic, economic and socioeconomic data (Census, etc.).
2. Experienced in the use of GIS software (ArcView/ArcGIS).

STIPEND and OTHER ALLOWANCES

This Research Assistant will be funded through Ohio State's Office of Academic Affairs for up to seven months, beginning in January 2012. This assistantship will pay resident Instructional and general fees, resident tuition, and a stipend of \$1200/month. Candidates must be currently enrolled graduate students at The Ohio State University in good standing.

Please Mindy Wright, Assistant Provost, Office of Academic Affairs (wright.7@osu.edu) with letters of application and resumes.