Research Assistant
Job Description

A research assistant (RA) is needed to help Dr. Angelique Harris from the Center for Gender and Sexualities Studies (http://www.marquette.edu/center-for-gender-and-sexualities-studies/about.php) in her work on gender studies within the Milwaukee community.

Primary RA responsibilities include:
• Conducting interviews with study participants
• Copyediting documents and papers
• Transcribing interview data (The transcription of the interviews will consist of listening to digital audio recordings and transcribing, verbatim, the recording into a Word document as well as edit and verify the transcription.)
• Managing interview/focus group schedules
• Managing interview/focus group data
• Gathering literature and other research materials
• Conducting Internet research
• Inputting and analyzing transcribed data
• Attending research team meetings
• Note taking
• General RA work

Additional responsibilities include:
• Handling and protecting confidential and sensitive data
• Taking and passing the ethnic and human subjects online exam for IRB approval
• Being responsible for the use of transcription software and equipment
• Manage data collection projects
• Meeting deadlines
• Entering data, reviewing transcribed data, and handwritten notes
• Be open to learning to use new technology to perform tasks more efficiently
• Assist in the design, execution, and evaluation of research projects – including literature reviews, data analysis, and writing projects

Position Details
• Generally flexible hours
• 15-20 hours a week
• Excellent experience for undergraduate students
• Pay is $8 per hour, with opportunities for raises

Skills and Qualifications
Applicants should possess the following:
• Personal motivation, self-management, excellent time management skills, be detailed orientated, and have the ability to make progress without direct supervision.
• Strong library research skills.
• Strong typing skills.
• Qualitative and quantitative research skills, a plus.
• Must be a strong writer.
• Strong spoken, listening, and written communications skills.
• Both the capacity and willingness to learn new software, work routines, and research methods.
• Strong computer skills with programs such as Microsoft Office (PowerPoint, Word, and Excel), SPSS (a bonus), general Internet and electronic communication skills.
• Interest in professional development toward future graduate school or employment in advanced social science research.
• Social and Cultural Science students preferred, but students in other majors will be considered.
• Must have experience in conducting research in and studying the social sciences or psychology.
• The applicant should, ideally, be of junior standing.
• Must have personal Internet access.
• Unless previous arrangements have been made, the RA must be willing to respond to emails within 24 hours.
• Previous research assistant experience a plus, but not required.