

# GRADUATE RESEARCH ASSISTANT

Office of Institutional Research and Planning  
Portland State University  
*Fall 2011*

The Office of Institutional Research and Planning is seeking a graduate research assistant to work with the OIRP faculty members on a variety of projects of student academic performance and success at PSU.

## **ELIGIBILITY:**

Graduate research assistants must be admitted to a PSU graduate program and currently enrolled for 9 or more graduate credit hours. Must maintain 3.0 GPA or higher.

## **RESPONSIBILITIES:**

- Assist with the analysis of qualitative and quantitative data on students' enrollment and graduation.
- Summarize information into tables or short narratives.
- Work with data bases and spreadsheets, using MS Access and Excel.
- Upload tables, charts, and narratives to the web.
- Other office works.

## **REQUIRED SKILLS:**

- Experience and training in research design, methodology, and data analysis.
- Experience with MS Access or other database software in a PC environment.
- Experience with SPSS or SAS statistical software.
- Experience in creating visual data displays, using MS Excel (2007 or 2010 version) or other appropriate software.
- Ability to write clearly and concisely in English; demonstrated ability to write research summaries.
- Familiarity with web tools.
- Strong organizational skills, attention to detail, and accuracy with numerical information.
- Ability to learn new programming languages.
- Ability to follow directions and work cooperatively as a member of the research team.

## **PREFERRED SKILLS:**

- Knowledge or familiarity with higher education research.
- Knowledge or familiarity with SQL.

This position begins Fall Term 2011 and offers tuition remission. Applicant must be enrolled for 9 or more graduate credit hours during Fall Term 2011. Continuation beyond Fall Term is dependent on satisfactory performance of duties and availability of funding. Expected hours are 12-15 hours per week from date of appointment.

## **TO APPLY:**

Please address your application to: Dr. Kathi Ketcheson, Director, Office of Institutional Research and Planning, Portland State University, P.O. Box 751, Portland, OR 97207. Include your resume, cover letter, list of relevant course work, and names of three references.

**You may drop off your application with the Executive Assistant in the Office of Institutional Research and Planning, M346 Smith Memorial Student Union.**

For further information, please call (503) 725-3432. Applicants will be notified of the status of their applications by telephone or mail as soon as the review has been completed. Position will remain open until filled.

Portland State University is an Equal Opportunity/Affirmative Action Employer. Qualified women and minorities are encouraged to apply.

**- PLEASE POST OR CIRCULATE -**