Student Research Assistant for Institutional Research and Effectiveness
Job Description

The Office of Institutional Research and Effectiveness seeks Student Research Assistants for special projects related to the mission of our office to provide data, reports, and research that support institutional planning, strengthen student learning, and promote understanding of the nature and quality of education at St. Olaf College.

The Student Research Assistant actively engages with research that has an impact on educational experiences of students and the well-being of our campus community. Applicants should have the ability to manage confidential material and work professionally in an administrative setting. Work typically consists of five to six hours per week.

Specific tasks often involve:
- Data entry and verification
- Preparing tables, reports, and questionnaires for meetings and campus-wide distribution.
- Gathering and evaluating resources. Weaving together assessment and report information in preparing written summaries.
- Maintaining tracking sheets with survey participation statistics
- Responsible use of sensitive and personal information in a confidential work setting and in compliance with human subjects research protocols and FERPA guidelines.
- Opportunities for professional development, consultation with professional staff regarding specific projects, and engagement with projects beyond the scope of the office.

Valuable skills include:
- Attention to detail and ability to maintain accuracy
- Flexibility in working with projects at different stages of completion and often under tight deadlines
- Knowledge of Microsoft Excel for data organization and/or statistical analysis
- Willingness to learn (or knowledge of) WordPress website editing
- Willingness to learn (or knowledge of) qualitative coding for short answer essay response questions using MaxQDA software
- A basic familiarity with statistics and/or experiences with quantitative research procedures are highly sought.

Work is completed both independently with instruction and collaboratively with peers and the professional staff in the office.