

## Research Assistants

### **Description:**

The Kravis Leadership Institute invites applications for Research Assistants for the full academic year. This position is open to CMC sophomores, juniors, and seniors from all majors but social science research experience is a plus. The position requires approximately 8-15 hours per week. KLI Research Assistants may work with Dr. Sherylle Tan, KLI Associate Director of Research and Internships, and/or Professor Jay Conger, Professor Ron Riggio, Professor Sarah Smith Orr, Professor Ketan Mhatre.

### **Requirements:**

- This position requires the ability to work independently and as a team member, strong organizational and interpersonal skills, strong communication (both written and verbal) and analytic ability, attention to detail, flexibility, and the ability to prioritize work.
- Skills
  - Working knowledge of full Microsoft Office Suite (Word, Excel, PPT)
  - Working knowledge of library (PsychInfo, etc.) and internet search engines
  - Knowledge of SPSS and course work in research methods and statistics is a plus

### **Job Responsibilities:**

- Conducting literature reviews
- Assist with survey development
- Data collection and subject recruitment
- Data entry, data cleaning, and data analysis
- Office and administrative work
- Preparation of PowerPoint or Prezi presentations
- Proofreading manuscripts
- Commitment to attending KLI sponsored events
- Commitment to attending regular research meetings and KLI student meetings
- Other duties as assigned

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Employment is contingent upon new employee providing documents verifying U.S. citizenship or, for aliens, documents verifying legal permission to work in the United States.