

Job Title	Research Assistant
PVN ID	GS-2404-006234
Category	Research
Location	The GRADUATE CENTER
Department	
Status	Part Time
Hourly Rate	\$20.00-\$22.00
Hour(s) a Week	7.00-10.00
Closing Date	Jun 09, 2024 (Or Until Filled)

General Description

Project Background:

[Bridges to Academic Success](#) (Bridges) is a program that provides educational services and advocates for newcomer students who enter U.S. schools with limited academic skills, including low levels of literacy in their home languages. Bridges supports schools, teachers, and students by helping to accelerate language, literacy, and content area learning through special school programming, curricula, and professional development for educators.

Bridges is part of the Center for Advanced Study in Education (CASE), a group of researchers and practitioners who conduct basic and applied research concerned with improving and upgrading the quality of education in urban areas. In addition, we work and collaborate with linguistic researchers from the Research Institute for the Study of Language in Urban Society (RISLUS).

General Description:

Under the supervision of the Research Associate and the support of the Senior Project Director/PI, the Research Assistant will support the data collection. Responsibilities will include qualitative and quantitative data collection, interfacing with lab site teachers and administrative staff, conducting interviews and focus groups, observing teacher professional development meetings, observing classes in Project schools. The specialty of the Research Assistant will be in language and literacy, preferably in the field of education, educational psychology and/or linguistics.

Projected Start Date: April 22, 2024

Time Commitment: Part-time, 7-10 hours per week through June 30, 2024. In the 2024-2025 school year, mostly focused on training. The time commitment, pending renewal of our contract and individual performance review, will be approximately 2 days per week (14 hours) from July 1, 2024 - June 30th, 2025, with time mostly focused on school sites (field data collection) in the new school year. Travelling will be required to schools throughout the year for data collection purposes.

Duties include, but not limited to:

- Observe lab site classes in project schools as needed (take field notes/ use curriculum specific observation protocol).
- Conduct focus groups with students as permitted by IRB.
- Conduct interviews with teachers.
- Interface with Bridges staff and evaluation partners as needed.
- Participate in research meetings (biweekly) and occasional staff meetings
- Travel to school site(s) as needed, approximately twice per month.
- Assist in qualitative and quantitative data analysis and report writing.
- Other duties as assigned.

Please submit a resume and cover letter if you are interested in the position. If you have any questions, please email Wanda Tejada at wanda@bridges-sifeproject.com.

Other Duties

Qualifications

Core Competencies and Qualifications

- Graduate student in a research related field
- Some research experience and/or methods courses
- Experience working with youth and teachers
- Proficiency in a second language, preferably Spanish, Chinese, Arabic, Haitian Creole, or French.
- Demonstrated proficiency in the use of Microsoft Office (Word, PowerPoint, Excel)
- Demonstrated proficiency in Google applications (Google Calendar, Google Drive, Google docs etc.)
- Technologically adept and comfortable with a variety of apps and online platforms
- Excellent writing skills
- Excellent organizational skills and attention to detail
- Experience working on a team
- Excellent interpersonal skills
- Ability to be flexible, and work independently
- Ability or willingness to learn R and Dedoose

Preferred Qualifications

- PhD candidate
- Knowledge of or willingness to learn qualitative research skills, including the use of Dedoose and R