



Job Title	Research Assistant
PVN ID	VA-1710-002173
Category	Research
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY - PDI
Status	Part Time
Hourly Rate	\$20.00
Hour(s) a Week	0.00
Closing Date	Dec 31, 2017 (Or Until Filled)

General Description

The New York Early Childhood Professional Development Institute is a fast-paced, dynamic public/private partnership that exists to drive the excellence of services designed for young children through research, policy, and practice.

Job Description

The research assistant opportunity will be focused on supporting the successful implementation of the Supportive Environmental Quality Underlying Adult Learning (SEQUAL) research study that is being led by the Center for the Study of Child Care Employment at UC Berkeley, in partnership with the New York Early Childhood Professional Development Institute. The primary purpose of this work will be to successfully recruit participants for the study with the goal of reaching staff from 80 early childhood centers located throughout New York State through multiple methods of communication.

Other Duties

The specific responsibilities include the following:

- Recruit subjects
- Effectively communicate information about the research project
- Maintain accurate records of recruitment efforts
- Report on progress on a weekly basis
- Strategize with project staff to increase project recruitment efforts

Qualifications

- Experience working in a research focused on early care and education issues
- Bachelor's degree; pursuing advanced degree in early childhood education preferred
- Excellent organizational skills
- Effective communication skills and facility using multiple forms of communication
- Proficiency in Microsoft office (MS Word, Excel)
- Ability to work flexible hours and remotely

Salary

This opportunity will involve approximately 10 hours a week over the course of 6 weeks, beginning in November, at \$20 per hour.

Please submit a cover letter and resume with your application.

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