

GRADUATE ASSISTANT

POSITION: Childcare Evaluation Research Assistant

SUPERVISING DEPARTMENT: Center on Early Learning and Youth
Development at The Research Institute

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited institution
- Fully admitted graduate student in a program at Western Oregon University
- Outstanding written and verbal communication skills, including strong copy-editing/proofreading skills and excellent grammar
- Strong interpersonal skills
- Access to personal computer for working remotely
- Able to work independently with little supervision
- Conscientious and reliable, with an aptitude for creative problem solving
- Strong analytical skills; ability to collate, analyze interpret data, and to prepare data-based reports and presentations
- Facility with technological tools such as Excel, Word, and basic desktop publishing

PREFERRED QUALIFICATIONS:

- 1) Ability to balance multiple activities and set priorities
- 2) Ability to produce detailed work with high degree of accuracy

*** Acceptance into a WOU full -time, approved graduate student program is a condition of employment.*

Re-appointment will be determined upon continuous enrollment in the graduate program, performance evaluation, and academic standing.

DUTIES AND RESPONSIBILITIES:

Under the direction of the Director of the Center on Early Learning and Youth Development at The Research Institute, the Graduate Assistant will assist the project with data gathering and analysis, report preparation, and research on issues pertaining to early learning.

Activities and responsibilities will include:

- Procuring and analyzing data regarding childcare, childcare funding, and impacts of a substitute system, and other issues at the director's request
- Prepare data-based reports to assist the Center Director in decision making
- Conduct research projects at the director's request regarding early education policy, enrollment trends, or other issues that affect early learning
- In classroom assessment of teacher-child interactions
- Interfacing regularly with the evaluation group to coordinate research priorities
- Other duties as assigned and appropriate in service to the Center on Early Learning and Youth Development

HOURS:

Typically the Graduate Assistant is expected to work the following hours:

- Monday thru Friday, to be arranged according to the Graduate Assistant's class and study schedule, with a total requirement of 19.6 hours per week (.49 FTE). Shifts may be adjusted in response to periodic need. Office location and hours will be determined.