POSITION DESCRIPTION

WORKING TITLE:
Graduate Research Fellow

POSITION SUMMARY:

The Gephardt Institute for Civic and Community Engagement seeks a Graduate Research Fellow to support assessment, evaluation, research and strategy for the institute. The primary functions of this position is to manage various areas of responsibility related to the assessment of the Gephardt Institute’s programmatic efforts. As a Graduate Research Fellow, you will be responsible for managing projects related to assessment and evaluation of the Gephardt Institute.

This is a part-time position for full-time or part-time advanced graduate students (at the doctoral or Masters level). The primary function of this position is to manage various areas of responsibility and provide support to the strategy, assessment, evaluation, and research area in the Gephardt Institute for Civic and Community Engagement.

SUPERVISOR:

Jillian Martin, PhD, Assistant Director for Strategy and Evaluation

RESPONSIBILITIES:

1. Participate in a research team made up of other Masters and Graduate Research Fellows and the Assistant Director of Strategy and Evaluation.
2. Create and implement program assessment and evaluation plans which include protocol development, instrument creation, data collection, and data analysis and reporting in collaboration with Gephardt Institute staff.
3. Collaborate with Gephardt Institute directors to develop new efforts in research and evaluation.
4. Conduct and report on literature reviews, benchmarking, logic model edits, and/or data audits as assigned by the Assistant Director of Strategy and Evaluation.
5. Facilitate presentations and learning opportunities for Gephardt Institute staff regarding assessment, evaluation, and/or research in higher education and civic and community engagement.
6. Prepare analytical reports regarding outcomes of initiatives.
7. Conduct feedback interviews with stakeholders, such as community partners and members of the Washington University community.
8. Attend meetings and trainings, as directed by the supervisor.
9. Responsible for short-term projects as assigned by the supervisor.
10. Participate in Gephardt Institute events, programs, and services as directed by the supervisor
11. Perform other duties consistent with the purpose of the position as assigned.

**QUALIFICATIONS:**

- Experience in a nonprofit, higher education, education or related setting in evaluation, assessment, and/or research methods
- Advanced graduate student (at the doctoral or Masters level) in any of the academic schools at Washington University in St Louis
- Experience in building systems and structures to support evaluation, assessment, and research efforts
- Ability to synthesize literature and related information to inform evaluation approaches
- Navigate and research through Washington University's library databases
- Database design and implementation (e.g. SQL, Microsoft Access)
- Quantitative, qualitative, and/or mixed methods analysis experience
- Data presentation in a succinct and intuitive manner
- Experience using software for data input and analysis (e.g. Excel, SPSS, SAS, NVivo, Atlas.ti)
- Proficiency in research-informed thinking and problem solving