

Cal Poly Humboldt Sponsored Programs Foundation California Center for Rural Policy

Position: Student Research Assistant

This is a part-time, student position, with hours not to exceed 20 per week. Continuation of this position is contingent upon satisfactory performance and project funding. This is not a state or federal position. The 20 hour per week maximum includes hours worked in all positions.

Salary: \$16-\$18/hourly, dependent on the qualifications of the candidate.

Duties: Student Research Assistants will be supervised by CCRP staff to implement various projects. Projects will involve gathering data, analysis of data and write up of final results/recommendations.

Research Support

- Assist with survey design, data collection, data entry, analysis and compiling reports
- Assist with scheduling and conducting interviews
- Transcribe interview recordings
- Analyze and interpret quantitative and qualitative data
- Identify and compile secondary data from a variety of sources
- Assist with administering surveys
- Close surveys and clean survey data
- Prepare literature reviews
- Provide administrative support in projects as needed
- Support senior staff in projects as needed
- Other duties as they arise

Qualifications

- Completion of CITI Training (Human Subjects Research)
- Excellent computer skills and proficient in Excel, SPSS, Word, and PowerPoint
- Familiarity with Google Drive, Dropbox and other cloud sharing technology
- Excellent communication skills both verbal and written
- Excellent interpersonal skills and a collaborative style
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Excels at operating in a fast paced and dynamic environment
- Ability to take constructive criticism, make changes and grow
- Ability to look at situations from several points of view
- High comfort level working in a diverse environment
- Able to problem solve, work independently and with a wide variety of individuals and organizations

Application Procedure: Applicants must email 1) resume detailing work history and related experience and 2) a letter of application , and 3) the [SPF Self Identification Form](#) to ccrp@humboldt.edu

The California Center for Rural Policy
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1 Harpst Street
Arcata, Ca 95521
(707) 826-3400
ccrp@humboldt.edu
www.humboldt.edu/ccrp

Application Deadline: Review of application materials will begin September 15 and will continue until the position is filled.

Cal Poly Humboldt Sponsored Programs Foundation is committed to achieving the goals of equal opportunity and endeavors to employ people of the highest quality reflecting the ethnic and cultural diversity of the state. Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity/Title IX/ADA Employer. Applications from qualified women, minority candidates covered veterans and disabled persons are particularly encouraged. Cal Poly Humboldt Sponsored Programs Foundation hires only individuals authorized to work in the United States of America. Employment with Cal Poly Humboldt Sponsored Programs is "At Will," and may be terminated with or without cause.

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF's Equal Employment Opportunity hiring can be found here:

<https://research.humboldt.edu/employment/hiring>

For assistance with the application process, please submit an Accommodation Request Form, which can be found here(<https://forms.humboldt.edu/spf-accomodation-request-form>) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at <https://hraps.humboldt.edu/reasonable-accommodation>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.