



**Job Title:** Research Assistant, Part-Time

**Supervisor:** Senior Director, Research and Evaluation

**Hours:** 24 hours per week

**Days:** Mondays (in office), Tuesdays (remote), Wednesdays (in office)

**About Summit Education Initiative:**

Summit Education Initiative is a backbone organization with the mission to increase personal and regional prosperity through educational attainment. We envision a future where all students are prepared for success on a chosen path. We share data and evidence that unite diverse community partners to take actions that improve outcomes and transform systems. We provide guidance, organize meetings, and track progress while using data to understand what works. Our Collaborative Action Networks are groups that join forces to solve specific community problems. Together, we drive real and lasting change in the community

**Position Summary:**

This is a contract position. The research assistant role is an entry-level position that supports the Research and Data Team at SEI. Candidates selected for an interview will be asked to take a skills test and submit a writing sample.

**Essential Duties and Responsibilities:**

- Reviews of scientific articles, reports, best practices, and government/non-profit websites/reports on a variety of topics related to preschool, K-12 education, college and career readiness, economic mobility, social determinants of health, and youth violence prevention
- Basic data analysis skills using Excel, SPSS, or RStudio.
  - Knowledge of basic statistical tests and techniques appropriate for variable measurement and goal/research questions
- Contribution to written reports, brief research reports, website, presentations, and social media.
- Research and data analysis support for a variety of program evaluation projects
- Data entry and administrative tasks
- Provide day-to-day assistance to the SEI research and evaluation team
- Support the SEI team in using evidence to drive action

**Compensation:**

\$26/hour

**Supervisory Responsibilities:**

None.

**Qualifications:****General:**

Demonstrated commitment to youth empowerment, education, and community engagement. Strong organizational skills and attention to detail. Ability to work independently and as part of a collaborative team. Knowledge of the local education landscape and community resources is a plus.

**Education and/or Experience:**

Bachelor's degree (B.A. / B.S.) in a Social Science, Education, Mathematics, or related field. Minimum of 1 to 3 years of experience in research, evaluation, and/or data analytics or equivalent combination of education and experience.

**Language Skills:**

Ability to develop reports and communicate verbally and with written documentation. Knowledge and experience leading and facilitating diverse teams and groups. Proven interpersonal skills; ability to maintain effective relationships with community partners and staff.

**Mathematical Skills:** Knowledge of basic statistical tests and techniques appropriate for variable measurement and goal/research questions.

**Reasoning Ability:**

Ability to define issues and problems, summarize facts, and arrive at valid conclusions. Ability to analyze situations, make decisions, and provide direction to address challenges. Ability to utilize evaluation data to improve or correct services.

**Other Skills and Abilities:**

Must have excellent organizational, listening, and analytical skills. Must be able to communicate with a wide variety of audiences. Must be able to handle multiple responsibilities and answer to a variety of audiences at one time. Commitment to using systems thinking and facilitation skills to drive systemic improvement and equity. Understanding of continuous improvement processes and their use in supporting systemic change

**Additional Information:**

Ability to manage multiple priorities and complex tasks concurrently with tight deadlines. A genuine commitment to engaging schools, community partners, and families to support student

success and equitable outcomes from cradle to career. Strong cultural and political awareness of the Akron and Summit County, Ohio community.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to talk and listen. The employee frequently is required to walk, stand, and sit; use hands to type on the computer and use the telephone/fax/copier; travel to various locations by car; ascend/descent steps at various sites. The employee is occasionally required to reach with hands and arms; carry items; stoop, kneel and crouch; is exposed to various temperatures in offices, schools, and organizations; travels to meetings outside of the office. Specific vision abilities required by this position are ability to adjust focus, close and distance vision. Must have mobility to travel to and from sites for meetings and conferences.

**Work Environment:**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Works in an office environment, moderately quiet, with increased volume during meetings and conferences. Must be able to travel in all kinds of weather conditions.

**General Expectations:**

Responsible to work cooperatively and effectively with members of the public, other employees, community businesses, and service providers; responsible for accurate and timely record keeping and reports as required; responsible to drive a motor vehicle with a valid Ohio operator's license as required by the position; and may be required to travel, both within, and outside of the community. Responsible for attending meetings, in-services, and training programs as related to the position held.

SEI is proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law.