Research Assistant Job Description

Position Description: The Research Assistant is an appointment under the Cradle to Career Policy Institute at the University of New Mexico and Mission: Graduate, an initiative of United Way of Central New Mexico. Mission: Graduate is a cradle-to-career partnership with a big goal for student success: 60,000 new graduates with college degrees and certificates by 2020. To reach that goal, Mission: Graduate is undertaking a number of collaborative projects with school districts, institutions of higher education, government agencies, nonprofit organizations, and businesses in central New Mexico, all aimed at helping more students graduate from high school, earn a college certificate or degree, and find employment in our community.

Working under the direct supervision of Dr. Megan Dunn Davison, Director of Continuous Improvement, the Research Assistant is responsible for assisting Mission: Graduate’s data team in a variety of non-administrative tasks which may include preparing resources and materials for research and documenting results. The direct supervisor is responsible for providing ongoing feedback and a formal assessment.

Position duties: The Research Assistant will perform a variety of tasks activities to support the research objectives of Mission: Graduate, including:

- Researching and collecting data through library research, structured interviews, or other project specific methodology (i.e., descriptive statistics);
- Interpreting, synthesizing and analyzing data in oral and written form;
- Scheduling, organizing, and reporting on the status of research activities;
- Planning and modifying procedures and maintaining software management;
- Writing and editing materials for consumer consumption;
- Meeting with direct supervisor and data team on a regular basis to maintain ongoing communication; and
- Performing other related duties as required.

Position requirements: The Research Assistant is required to work off-site at the United Way of Central New Mexico office, though a space is also available for occasional use on campus at CCPI.

Required abilities: Skills include the strong ability to understand, apply, and implement qualitative research methods and some knowledge of quantitative research methods, above average oral/written communication skills to discuss and document research progress, strong organization and interpersonal skills, the ability to work independently and accurately, the ability to problem solve technical issues, and moderate working knowledge of data management and analysis in Microsoft Excel.

Required documents: N/A

Contact for application process:

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