Research Assistant Job Description

Position Description: The Research Assistant is an appointment under the Cradle to Career Policy Institute (CCPI) at the University of New Mexico and United Way of Central New Mexico (UWCNM). UWCNM is undertaking several collaborative projects with school districts, institutions of higher education, government agencies, nonprofit organizations, and businesses in central New Mexico, all aimed at supporting the Community Investment Fund and two Impact initiatives: Mission: Graduate and Mission: Families. Mission: Graduate is a cradle-to-career partnership helping more students graduate from high school, earn a college certificate or degree, and find employment in our community. Mission: Families focuses on building resilience among children and families in central New Mexico.

Working under the direct supervision of Dr. Megan Dunn Davison, Chief Impact Officer, the Research Assistant is responsible for assisting UWCNM’s Impact 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 to support the research objectives of both Mission: Graduate and Mission: Families through the Community Investment Fund, including:

- Researching and collecting data through library research, structured interviews, and focus groups, utilizing national, state and county-level data sources
- Interpreting, synthesizing, and analyzing data in oral and written form using specific methodology (i.e., descriptive statistics, regression analysis);
- Scheduling, organizing, and reporting on the status of research activities;
- Writing and editing materials for consumer consumption;
- Meeting with direct supervisor and data team on a regular basis to maintain ongoing communication;
- Reviewing measurements and data collected from grant reports and building reports;
- Assisting agencies in determining better measurements for programs; 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, located at 2340 Alamo Ave SE in Albuquerque, though a space is also available for occasional use on campus at CCPI at instructed by UNM.

Required abilities: Skills include the strong ability to understand, apply, and implement quantitative research methods and some knowledge of qualitative 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 excellent working knowledge of data management and analysis in Microsoft Excel or SPSS.

Required documents: CV/resume; contact information for two references; cover letter
Contact for application process:

Megan Dunn Davison, Ph.D., CCC-SLP/L
Chief Impact Officer
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