

**THE CAREER CENTER  
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN  
RESEARCH ASSISTANTSHIP**

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**Job Title:**

Research Assistant (RA) for Career Services Assessment

**Type of Position:**

25-50% Research Assistantship, 9-month, August 16, 2018 - May 15, 2019

**Description:**

The Research Assistant assists The Career Center (TCC) with compiling, organizing, analyzing and reporting data related to the assessment and evaluation of programs and services provided by The Career Center; as well as identifies and integrates theoretical foundations of student/career development and higher education into career services delivery and outcomes measurement.

**Duties:**

- Compile, organize, and report data related to satisfaction and outcomes of programs and services provided by The Career Center
- Assist with development, use, and analysis of surveys, focus groups, brief reflections, interviews, etc.
- Collect, analyze, and report office-wide student data including usage, demographic information, service and program evaluation, and relationship to learning outcomes
- Disseminate data findings and interpretations via data dashboards and brief reports
- Assist with the preparation of Institutional Review Board / Human Subjects Review applications
- Help compile a quarterly newsletter for assessment professionals in career services
- Assist with development and implementation of career center assessment plan
- Collaborate with The Career Center staff and other campus partners
- Meet regularly with supervising Associate Director
- Perform other duties as assigned by the Associate Director

RAs may take on additional duties such as:

- Co-present conference presentations and co-author journal articles
- Identify benchmark information, theoretical foundations and learning outcomes models useful to TCC assessment and research efforts
- Compile and analyze quantitative datasets connecting data from multiple sources (e.g., university records, health admissions databases, Illini Success graduate outcomes databases, TCC service usage database)
- Lead, consult, or provide supervision for assessment special projects
- Provide one-on-one resume, cover letter, and LinkedIn Profile Reviews
- Coach students on career exploration and job/internship search strategies, individually and in groups

**Qualifications**

**Education:**

Enrolled as a graduate student in the Department of Education Policy, Organization, & Leadership or the Department of Educational Psychology in the College of Education.

**Experience & Skills:**

- Knowledge of program assessment and evaluation models
- Strong research skills including experience compiling, analyzing and reporting data
- Ability to use Excel and SPSS (or SAS) to analyze data and support assessment
- Demonstrated professionalism; Ability to appropriately handle confidential data / confidentiality
- Experience working with diverse groups; knowledge and appreciation of cultural differences
- Excellent customer service and public relations skills
- Strong oral and written communication skills
- Strong attention to detail

#### *Preferred Qualifications*

- Knowledge of, or experience with, career planning or student development theories, resources and activities
- Experience conducting program assessment, using web-based surveys, focus groups, interviews, and/or analysis of participation data
- Experience with Institutional Review Board / Human Subjects Review applications and procedures
- Experience using technology to provide information, services, and evaluation

#### **Compensation**

Commensurate with graduate salaries as established by the campus.

This position may be funded through federal work-study program, which is a type of financial aid. The successful candidate is expected to complete a 2017-2018 FAFSA application, if eligible, which may be accessed at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to determine eligibility for the federal work study program.

#### **Application Process**

Evaluation of qualified applicants will begin immediately and continue until a candidate is selected. Interest candidates should submit a letter of interest, including how this experience connects to your field of study and career goals, and resume. Applications will be accepted through April 20, 2018 or until position is filled, whichever comes first. Applicants are strongly encouraged to submit their application materials by email as a PDF or Word attachments to [jpmakela@illinois.edu](mailto:jpmakela@illinois.edu)

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