University of Delaware  
Student Diversity & Inclusion

Two Part-Time Research Analysts – Remote Positions  
$20/hour miscellaneous wage, avg. 29 hours/week, 12-month positions

To apply: Cover Letter, Resume/CV, and References to Stephanie Chang, chang@udel.edu.

In partnership with the Division of Student Life and the Office of Institutional Equity, Diversity, and Inclusion, the Part-Time Research Analyst positions will be under the direction of the Director for Student Diversity & Inclusion at the University of Delaware (UD). The core function of Student Diversity & Inclusion, as a department, is to support and advocate for students in relation to equity, diversity, and inclusion on campus. The primary focus of the Part-Time Research Analyst positions will be providing research planning, analysis, and interpretation for the Division of Student Life and Office of Institutional Equity, Diversity, and Inclusion projects, including but not limited to a study on First Generation Student Experiences at UD and the Students Expectations & Experiences around Diversity. The Research Analysts will serve as a member of the Student Diversity & Inclusion team, and will also create a space where all students feel welcome and valued. The person in this role should have creative problem-solving skills and be independent, detail-oriented, and able to produce work at a high volume.

The Research Analysts will have the important role of supporting and advancing the culture of evidence within the Division of Student Life and Office of Institutional Equity, Diversity, and Inclusion by collecting, manipulating and analyzing data in relation to the student experience at the University of Delaware.

Major Responsibilities:

- Assist the Director of Student Diversity & Inclusion in the design, implementation, interpretation, and analysis of information to support research and assessment projects (i.e. First Generation Student Experience, Students Expectations and Experiences around Diversity, and department and program related data and evaluations).
- Perform qualitative and quantitative techniques and methods to collect, organize, analyze, and interpret data.
- Collaborate with research team members, SDI staff, Student Life colleagues, and other key stakeholders on interpretations, feedback, and outcomes.
- Prepare correspondences, reports, and presentations about the research and assessment projects that easily and visually identifies process, findings, and interpretations and incorporates current trends, best practices, and scholarship.
- Recommend strategies to implement departmental or programmatic changes based upon research and assessment projects.
- Maintain surveys, data, reports, presentations, and all files related to research and assessment projects in clearly organized, updated, and secure formats.
Qualifications:

- Master’s degree from an accredited institution in educational research or assessment, higher education administration, or related field.
- At least 2 years of experience in research design, analysis, and reporting of findings from qualitative and quantitative methods.
- Experience with research and assessment software such as Excel, SPSS, Qualtrics, NVivo, or other online program review and survey tools.
- Strong proficiency in qualitative and quantitative research and assessment methods.
- Advanced knowledge in department and program level evaluation and assessment.
- Knowledge of student development and learning and higher education research and scholarship.
- Ability to multitask and work effectively with others.
- Ability to work independently to accomplish assigned goals and objectives in a timely manner with great attention to details and accuracy.
- Excellent skills in communication (verbal and written), interpersonal relationships, and critical thinking.

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Employment offers will be dependent upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer, which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University’s Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html