**Position:** Research Assistant, College of Education and Human Development

**Pay Rate:** $22.00 per hour (29 hours/week; no benefits)

**Context of the Job:**

The School of Education at the University of Delaware is looking for a part-time research assistant to assist in the conduct of grant-funded research in collaboration with the Educational Testing Service (ETS). The research project focuses on how technology can be used to support middle school students’ collaborative discussions and writing skills in the English Language Arts curriculum. The research is supported by a 4-year grant from the Institute for Educational Sciences (IES) of the U/S. Department of Education.

**Major Responsibilities Under the Supervision of the Investigator:**

- **Assist in the Development of Study Procedures:**
  - Develop protocols for classroom-based research activities;
  - Create manuals that can be used by teachers to support the use of technology for research-based classroom activities.
  - Develop recruitment, recordkeeping, tracking, communication, and data collection procedures for all studies.
  - Help coordinate grant meetings.

- **Data Collection:**
  - Follow protocol and collect data as required.
  - Follow all protocols approved by the Institutional Review Board for the Conduct of Human Subjects Research.
  - Monitor recruitment targets and independently meet recruitment goals.
  - Communicate with investigators when struggling to meet goals.

- **Preparation of Specifications and Testing of Data Management Systems**
  - Assist in developing data collection platform for studies.
  - Assist in providing specifications to collaborative sites as appropriate.
  - Assist in conducting design studies in middle schools to assess the effects of interventions.

- **Data Management:**
  - Monitor participant recruitment and report to study team members.
  - Implement new strategies and processes to achieve targeted recruitment goals.
  - Monitor completeness of data and communicate loss of data to supervisor when it happens.
  - Ensure that all targets and timelines are met.
  - Develop and implement audit processes to review data quality and human subjects compliance.
  - Conduct data cleaning and clearly name and label all data prior to analysis.
• Assist in Grant Support
  • Develop selected sections (preparing sections/tables/figures).
  • Coordinate and assist in preparation of adjunct material (e.g., biosketches, letters of support) and reference sections.
  • Assist in the preparation of literature reviews.
  • Assist in preparing annual reports.
• Code Qualitative and Quantitative Data
  • Code qualitative and quantitative data as appropriate.
  • Help coordinate with local sites.
  • Help preparing results.
  • Conduct Teacher and Student Interviews, and Classroom Observations.
    • Conduct in person interviews.
    • Complete observation protocols for classroom interactions.
    • Ensure standardized procedures are followed and human subjects research requirements are met.
• Assist in Preparing Manuscripts, Posters, Website Materials, and other Materials.
  • Prepare references in reference management software.
  • Format manuscripts for journals and submissions online.
  • Prepare graphs, tables for presentations and journal publications using computer software.

Qualifications:
• Bachelor's degree and one year related experience, or equivalent combination of education and experience. Degree in Psychology, Education, or other related field preferred.
• Knowledge and understanding of experimental procedures and data collection.
• Excellent organizational and attention to detail skills.
• Ability to work on tasks concurrently.
• Excellent people skills.
• Ability to work with others, including teachers and other school professionals.
• Ability to take direction and then work independently.
• Proficient technology skills, including Word, Excel, and PowerPoint. Knowledge of SPSS is highly desirable.
• Some experience working in school settings on instructional activities.

To apply, please send the following to Ralph Ferretti, Professor of Education and Psychological & Brian Sciences, at ferretti@udel.edu:
• One page cover letter that describes your academic background, interest in research, the college you graduated from, your academic major, cumulative GPA, and GPA in your major.
• Resume.
• Two reference letters from Professors or others who can comment on professional qualities.
Employment offers will be conditioned upon successful completion of a criminal background check. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University’s notice of Non-Discrimination can be found at www.udel.edu/aboutus/legalnotices.html.