

Research Assistant Job Summary

We are seeking a remote, full-time Research Assistant to join our team at Winston Preparatory School's Innovation Lab (40 hours per week with benefits). This position would be an ideal opportunity for someone seeking co-authorship on manuscripts and conference presentations - requiring someone who excelled and graduated from a research-focused undergraduate program or master's program in education/social sciences. The Research Assistant will contribute to the development of manuscripts by assisting the Director of Research with data entry, data analysis (both qualitative and quantitative), survey development, literature reviews, and other research-related tasks as assigned. The Research Assistant will report directly to the Director of Research.

Research Assistant Duties & Responsibilities

Support the Director of Research in carrying out multiple research studies by:

- Code and analyze open-ended responses to survey questions
- Authenticate participants are eligible to participate
- Review manuscripts for APA formatting and checking references/citations
- Enter survey items into Qualtrics
- Clean and organize data in SPSS
- Review grant proposals
- Other research-related tasks as assigned

Research Assistant Requirements & Skills

The Research Assistant should have excelled in their bachelor's degree/master's degree in education or the social sciences and have research experience.

In addition, the Research Assistant should have the following knowledge/skills:

- Attention to detail
- Ability to work independently and as part of a team
- Ability to use Microsoft Word/Google Docs and Excel/Google Sheets
- Adept at using SPSS
- Adept at using Qualtrics or similar platforms
- Critical thinking skills
- Understanding of APA format
- Responsible and organized
- Problem solving skills
- Time management skills

Salary is \$35,00-\$45,000 annually, commensurate with experience and education.

Interested candidates submit a cover letter and resume to Director of Research Amber DeBono at adebono@winstonprep.edu.