Graduate Student Research Assistant
Office of the Provost

The Graduate Student Research Assistant, under the supervision of the Assistant Provost for Academic Data and Decision Support, produces detailed reports for the Executive Director on matters related to the Newbury Center. This is a part-time position for the Fall 2023-Spring 2024 academic year beginning in Fall 2023, for a maximum of 10 hrs./week. The position is located in the Office of the Provost, at 755 Commonwealth Avenue, Lower Level, B04, Boston University’s Charles River campus. However, the incumbent in this position can work partially remotely with permission.

Compensation: $18.75/hour.

Essential Functions
Under the supervision of the Assistant Provost of Academic Data and Decision Support, the graduate student research assistant will (as requested):

- **Collect/extract data** using appropriate means (database query, surveys, web scraping, ADW reports, etc.) and format the data for use by the Executive Director of the Newbury Center. This includes the validation and cleaning of the data.
- **Develop** data visualization and data analyses to support the efforts of the Executive Director in realizing the objectives of the Newbury Center.
• **Develop** and implement surveys and prepare reports on survey results on issues of relevance to the portfolio of the Executive Director of the Newbury Center.
• **Run** statistical reports and statistical modeling.
• **Execute analysis** and document process/methodology to ensure replicable results.
• **Use** Qualitative Analysis platforms such as NVivo to analyze and report on Qualitative data, as relevant.

**Preferred Background and Skills**
• Grad student pursuing a Master’s/PhD Degree in statistics, social sciences, computer science or related analytical field.
• Proficiency in statistical analysis software (preferably SPSS, SAS, or Python). Experience with longitudinal or time series analysis a plus.
• Experience with a business intelligence and data visualization tools (Power BI, Tableau, or Python preferred).
• Proficiency in MS Office, with advanced proficiency in Excel.
• Some experience working with Qualtrics (survey platform)
• Willingness to learn new skills, tools, and institutional data management practices as needed.
• Familiarity with NVivo or any other Qualitative analysis software

It is expected that a student applying for this position will have the necessary skills and background to perform the listed functions. However, if necessary to the completion of certain tasks, some preliminary training will be provided, with the expectation that the student will then be able to complete the tasks with reasonable degree of independence. **First-generation graduate or professional students are strongly encouraged to apply.**

**APPLICATION DEADLINE:** By 5pm EDT on Friday, September 15, 2023

[SUBMIT YOUR APPLICATION MATERIALS HERE]