

JOB DESCRIPTION
For T.E.A.C.H. National Center part-time research assistant

JOB TITLE: Research Assistant

DIVISION: Operations

DEPARTMENT: T.E.A.C.H. Early Childhood® National Center (Center)

DIRECT SUPERVISOR: Center Executive Director

OFFICE LOCATION: Chapel Hill

SERVICE AREA: National

CLASSIFICATION: Temporary

HOURS PER WEEK: 10

JOB SUMMARY: Conduct literature reviews and/or data research about specific topics related to the early childhood workforce, including wage, education and other data. Update Center factsheets with current information and data. Collect/analyze original data as needed.

DUTIES AND RESPONSIBILITIES:

- Meet with the Supervisor to receive assignments
- Conduct electronic literature reviews or data research on topics as assigned
- Meet semimonthly with the Supervisor to review work completed
- Email data, reports, literature reviews , etc. to the Supervisor using current Microsoft office tools
- Complete and submit timesheets monthly according to assigned schedule

SPECIAL SKILLS:

- Effective oral and written communication skills
- Computer experience
- Working knowledge of Microsoft software programs, specifically Word and Excel
- Familiarity with Survey Monkey
- Attention to detail
- Ability to work independently

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelors or Masters Degree in Social Policy, Education, Early Childhood Education, or Human Services
- Previous experience compiling multiple sources of written information and data for research purposes or assignments, as evidenced by sample work submitted with job application

SPECIAL WORKING REQUIREMENTS:

- Supply own computer, printer and Internet access to support work assigned (one may be available from Center)
- Supply own email account to communicate with Supervisor
- Must have own transportation to meet with Supervisor in person

SALARY RANGE: \$15/hour

TYPICAL HIRING RANGE: Not Applicable

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