



Position Vacancy Listing

Working Title:

Undergraduate Research Assistant

Official Title:

Research Assistant

Degree and area of specialization:

Applicants must be currently enrolled at UW-Madison pursuing an undergraduate degree, in good standing. Education, sociology, psychology or other fields which lends itself to social science and/or education research are desirable.

QUALIFICATIONS:

- Excellent written and verbal communication skills
- Research-related training desirable
- Excellent interpersonal skills and decision-making ability
- Ability to communicate effectively to diverse constituents at all levels (e.g., academic and non-academic constituents).
- Excellent typing and word processing skills
- Proactive and able to thrive in a research environment
- Extremely productive at multitasking
- Highly organized, and able to successfully manage projects independently
- Demonstrated ability to work independently within deadlines

RESPONSIBILITIES:

The Undergraduate Research Intern/Assistant will aid Wei LAB researchers in organizing files and databases. The candidate will provide technical assistance and managerial duties. The Undergraduate Research Intern/Assistant will learn or improve upon qualitative and quantitative research methods via training from Wei LAB staff. Additional duties include data coding and entry, including qualitative transcription. The Undergraduate Research Assistant will perform quantitative data preparation and analysis, as well as format papers and grants for submission. The candidate will perform literature searches, reviews, and annotated bibliographies.

ABOUT WEI LAB:

Wisconsin’s Equity and Inclusion Laboratory (Wei LAB) within the Wisconsin Center for Education Research (WCER) is dedicated to conducting both basic and applied research on topics of equity and inclusion in education, with a particular focus on higher education. Broadly constructed, the lab operationalizes equity and inclusion as efforts taken by organizations to ensure educational success for all of its constituents. The mission of Wisconsin’s Equity and Inclusion Laboratory (Wei LAB) is to design, conduct, and disseminate research that informs policymakers, practitioners, and concerned citizens on how to best promote equitable and inclusive learning and work environments in education in general, and higher education in particular.

ADDITIONAL INFORMATION:

The successful candidate will demonstrate or performs the following:

- Managing schedules and communications with internal/external collaborators
- Working knowledge of Microsoft Office Suite and comfort using academic software
- Strong writing and communication skills
- Other miscellaneous projects and duties as assigned

A criminal background check will be conducted prior to hiring.

A period of evaluation will be required



Appointment type:	Hourly Student Position
Department(s):	Wei LAB/WCER
Hourly rate:	\$9-\$12/hr.
Term:	Academic Year
Appointment percent:	10-20 hours per week
Anticipated begin date:	January 17, 2017
Number of Positions:	1

How To Apply:

Please submit a PDF resume and cover letter to Samantha Garlock, LAB Manager: sgarlock@wisc.edu. Please direct any inquiries or questions to Samantha at the e-mail above, or by phone: (608) 890-3790.