



Expanding opportunities  
for women and business

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## **PART-TIME, GRADUATE STUDENT RESEARCHER.**

**Job Description:** As a member of the Research Department, the Researcher participates in project teams conducting research and writing reports that assist organizations in advancing women and creating inclusive environments. The Researcher will support projects across the following Practice Areas: Women's Leadership, Organizational Change & Effectiveness, and Women of Color/Visible Minorities. Researcher will have access to Catalyst office space and computer; and have opportunities to develop quantitative and/or qualitative research skills and write up analyses for publications.

**ESSENTIAL FUNCTIONS** include the following. (Other duties may be assigned.)

### **Project Activities**

- Manages organizational details of projects such as tracking project updates and the status of timelines, and liaising with survey vendor.
- Participates in design of research methodology.
- Conducts in depth social science and business literate reviews, annotates and summarizes articles.
- Participates in the drafting of interview and focus group protocols, and other project material.
- In conjunction with project team, organizes and conducts interviews and focus groups.
- Conducts quantitative and qualitative analyses, and summarizes results.

### **Knowledge Presentation**

- Drafts sections of reports and working papers.
- Drafts presentation material for internal and external audiences.

**EDUCATION and/or EXPERIENCE REQUIREMENTS:** This position requires a M.A. or M.S. and at least one year of graduate level coursework in relevant social science discipline (i.e. economics, sociology, psychology, women's studies, and business). Demonstrated proficiency in quantitative methods and/or qualitative methods and demonstrated intermediate knowledge of statistical software SPSS/SAS/Nvivo required (e.g., advanced methods and statistics coursework).

### **KNOWLEDGE and/or SKILLS:**

- Demonstrates the ability to understand complex data.
- Demonstrates excellent oral and written skills.
- Demonstrates organizational and project management skills.
- Demonstrates attention to detail.
- Applies creative problem-solving and analytical skills to research projects.
- Functions effectively in a team-based environment, as well as independently.
- Proficiency in word processing, presentation software (e.g., PowerPoint, spreadsheet etc).
- Working knowledge of statistical software such as SPSS, SAS, and Nvivo.
- Ability to juggle multiple projects responsibilities and meet deadlines.

### **WORKING CONDITIONS:**

- Heavy computer use
- Tight deadlines
- Multiple priorities
- Work with confidential issues and data
- Team structure, multiple reporting relationships This is a part time position (24 hours per week), requiring a one year commitment.

