



**Part-Time Temporary Research and Evaluation Assistant Position  
STEM Education**

The Center for Science Teaching and Learning (CSTL) is seeking a part-time temporary Research/Evaluation Assistant. The position will involve a variety of tasks. Weekly tasks will depend on the demands of various externally funded projects as well as other needs. The weekly time commitment will be up to 19 hours per week. This position is not benefit eligible.

**Job Description:**

- Compile, sort, file, and summarize survey data.
- Set up focus groups, interviews, and other data collection opportunities.
- Transcribe interviews and focus groups.
- Track participant responses and send email reminders for data collection.
- Conduct background and literature key word searches.
- Format reports and do copy editing.
- Help to draft and track grant applications, reporting, and implementation progress and products.
- Catalogue evaluation and research resources in shared drive.
- Edit and post material for website updates.
- Draft project summary and public communications materials, including news stories, emails, social media posts, and newsletters.
- Organize contact lists for communications.
- Coordinate meeting scheduling and reporting logistics.
- Submit and manage outsourced printing orders.
- Organize, test, and ship materials.
- Commitment to ethical practice.

**Minimum qualifications:**

- Bachelor's degree in a related field (math, science, STEM education, education, communications, or social sciences) or equivalent experience.
- Excellent verbal and written communication skills.
- Impeccable attention to detail.
- Ability to balance several requests and work independently with direction / collaboration from Assistant Director and project leads.
- Proficiency using Microsoft Office applications, including intermediate Excel and PowerPoint.
- Experience with presenting data in charts, tables, and other visualization techniques.
- Demonstrated ability to learn new software.

**Preferred qualifications:**

- Knowledge of basic research design and methodology, including literature reviews.
- Experience editing website content in WordPress.
- Experience with other specialized software such as project management software (e.g. Microsoft Teams) and data collection/survey software (e.g. Qualtrics).
- Basic graphic design skills (development of figures and visuals needed for publications, presentations, and dissemination posters).
- Proficiency using Google Suite applications, including Drive, Docs, Sheets, and Slides.
- Social media experience.
- Learning Management System course building experience (BbLearn).

**Application deadline:** The position is open until filled. Application review will begin April 19, 2021.

**Compensation:** Hourly rate is from \$20-\$23, based on qualifications and experience. The weekly time commitment will be up to 19 hours per week. This position is not benefit eligible.

**Additional Information:**

Submit a resume, cover letter and three professional references to Nena Bloom, Assistant Director, Center for Science Teaching and Learning, through the [indeed.com posting](#).

*NAU is an Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans and individuals with disabilities are encouraged to apply.*