STUDENT RESEARCH ASSISTANT

JOB SUMMARY

Under immediate supervision to conduct statistical studies involving the use of multivariate and inferential statistics; write related literature reviews and reports and perform numerous data collection and maintenance duties; and perform related duties as required.

EXAMPLES OF DUTIES

- Perform quality control procedures on testing or survey answer sheets such as removing extraneous marks, completing the correct school codes and etc.
- Analyze, interpret and summarize data to assist in the production of special reports for program evaluations.
- Perform intermediate to advanced spreadsheet development, and statistical package operation.
- Construct surveys to collect information from students, teachers and parents.
- Prepare reports for staff on test, survey or other research data results.
- Conduct on-line literature searches.
- Write literature reviews to summarize and report.
- May translating documents into Spanish or Khmer.
- Assist in the collection of observed, archival and survey research data.
- Proofread and/or edit numerical or written material.
- Perform data analysis using multivariate and advanced level inferential statistical procedures such as hierarchical linear modeling, structural equation modeling, multiple regression, factor analysis, analysis of covariance, discriminant analysis, etc.
- Conduct descriptive statistical analysis on tests, surveys and other research data and summarize the data in internal reports.

DISTINGUISHING CHARACTERISTICS

A Student Research Assistant assists in the analysis and reporting of the District’s assessment program, surveys, research projects and evaluation studies of varying scope and purpose. An incumbent assists in the application of a variety of statistical
analyses to infer and describe the educational, psychological and survey research data. An incumbent uses numerous data bases in the manipulation and extraction of data using microcomputer software packages such as dBase, Microsoft Access, and Statistical Package For the Social Sciences.

Incumbents in this class are full time college students employed part time on an at will basis in the position and are therefore exempt from the Merit system in accordance with Education Code Section 45256(b)(3). Normally, they will be in their junior year or higher. In this status they cannot obtain regular or permanent employment.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Descriptive and inferential statistical theory including regression and hierarchical linear modeling.
Multivariate and advanced statistical concepts such as factor analysis, cluster analysis and analysis of covariance.
Survey research techniques and theory.
Psychometric theory including the concepts of reliability, generalizability, Item Response Theory, factor analysis or structural equation modeling.
Sampling theory.

**Ability to:**

Analyze, interpret, evaluate and summarize data to produce reports
Prepare reports using tabular, graphical and narrative formats.
Apply specific statistical techniques correctly to data.

**Eligibility:**

Full time college students able and willing to perform the duties necessary to accomplish the planned tasks on a part time work schedule basis are eligible for work in the classification. Students in an undergraduate or graduate program who have experience in microcomputer software for word processing, spreadsheets or databases; familiarity with programming languages such as Visual Basic, C, Sequel, Statistical Packages for the Social Sciences is desirable.

**WORKING ENVIRONMENT**

Research oriented office environment with some distractions and interruptions, subject to being available at multiple school sites during the work day to facilitate the testing/examination process.
PHYSICAL DEMANDS

May include kneeling, lifting, pushing, pulling, stretching, bending or crouching.

SPECIAL REQUIREMENTS

Some positions may require the use of personal automobile and possession of a valid California Class C Driver’s License.

Some positions may require the ability to communicate effectively, both orally and in writing, in a language other than English. Selective certification in accordance with the Education Code may be effected to meet this requirement.