Open Position Description and Recruitment Notice

Position Title: Graduate Student Researcher
Status: Part-time (50%), internship/calendar year

The Council of Graduate Schools (CGS) seeks a qualified graduate student in the field of higher education to serve as a graduate student researcher. Under the supervision of Principal Investigator/Co-Principal Investigators, the graduate student researcher will support NSF-funded research projects on completion and attrition of underrepresented minorities in STEM doctoral programs (grant #1138814) and on labor market outcomes of STEM master's programs (grant #1538769).

Specific Responsibilities
- Conduct review of relevant literatures for the projects and summarize key findings.
- Perform analysis of in-house survey data, student records, and NSF data, interpret results, and summarize findings in preparation of project manuscripts.
- Prepare figures, charts, and other visualizations of project findings for broader public consumption.

Position Requirements and Requisite Skills
- Currently enrolled as a full-time graduate student at a U.S. accredited institution, studying relevant fields (e.g., higher education, sociology, public policy, etc.). Advance doctoral students (i.e., having passed a comprehensive exam or advanced to candidacy), are preferred, but other students with comparable experience may be considered.
- Extensive training in quantitative and/or qualitative research methodology.
- Proficiency in MS Office products, SPSS, SPSS Syntax, and Stata.
- Familiarity and experience in working with various datasets from the National Science Foundation is preferred.

Stipend
- $20,000 for a 49-week commitment beginning on January 11, 2016 and ending on December 16, 2016, including federal holidays and one-week leave accrued. This is a half-time position, and is paid on a semi-monthly basis.

To Apply
- For full consideration, please send your letter of interest and abbreviated CV to Human Resources, hr@cgs.nche.edu on or before Friday October 30, 2015.

EOE/AA. All qualified applicants are encouraged to apply.