



Stanford University



College Transition Collaborative – Social Science Research Coordinator

The Department of Psychology is looking for a full time Social Science Research Coordinator. The SSRC will assist with research being conducted by the College Transition Collaborative (<http://collegetransitioncollaborative.org>). This position will report to the Senior Research Manager of the CTC.

The College Transition Collaborative (CTC) brings together pioneering social psychologists, education researchers and higher education practitioners to create learning environments that produce more equitable higher education outcomes. In collaboration with postsecondary institutions nationwide, CTC creates and evaluates inexpensive, scalable tools and strategies for colleges and universities; works with administrators to develop effective ways to adapt and deploy them in diverse settings; and rigorously evaluates the effects of these interventions on persistence and achievement, especially among first-generation and under-represented college students. We believe that all post-secondary students are capable of thriving in college and graduating with the right institutional supports. Everyone struggles sometimes in college. Our work strives to ensure that, in these moments, all students feel like they can persevere and that their school supports their success. Watch this video to learn more about our work: <https://vimeo.com/202829347>

The SSRC will assist with ongoing multi-site randomized control trials and to contribute to the development of new projects. The main duties of this position are to assist in the coordination and implementation of our multi-site trials, including the general daily operation of the project, the preparation of intervention and survey materials, the implementations of the interventions, and data collection and management; the random assignment of participants; scheduling, in coordination with administrators, the intervention, survey and data collection; training university administrations in the delivery of the intervention; responding to questions and issues that arise at a school site; assisting in the collection, entry and management of the data (e.g., data cleaning, assistance with R script development and editing). Perform incidental office duties (photocopying, mailings, errand running, etc.).

This individual will be an essential project member who must be able to learn and work independently, yet collaborate effectively with co-workers. Previous experience working in an academic environment is a plus. Knowledge of social and educational psychology is desired, but not necessary. Comfort with data management and basic data analyses, particularly using R, is preferable. The work will take place in a dynamic environment where specifications often change rapidly in response to demand, so the candidate must be able to be flexible in his or her role.

This is a one year fixed term position with possibility of renewal.

**To be considered for this position, please send a resume and cover letter to ctc@collegetransitioncollaborative.org **

Core Duties:

- Prepare correspondence, documents and reports.
- Assist with the screening, recruiting, and obtaining consent of study participants. Perform telephone or in-person interviews to gather data, as needed. Schedule and/or call subjects for appointments.
- Prepare, distribute, administer and process questionnaires and tests, score test measurements and questionnaires, and code data for computer entry. Perform quantitative review of forms, tests, and other measurements for completeness and accuracy.
- Apply formulas and calculations to research data using basic statistical programs. Review and verify accuracy of database information and assist in making necessary corrections according to specific guidelines.
- Other Clerical Duties: mass photocopying, mailings, and errands.

Qualifications

Minimum Education and Experience Required

- Two year college degree and one year of relevant experience or an equivalent combination of experience, education, and training.
- A Four year college degree is preferred.

Minimum Knowledge, Skills and Abilities Required

- General understanding of scientific theory and methods.
- General computer skills and ability to quickly learn and master computer programs.
- Ability to work under deadlines with general guidance.
- Excellent organizational skills and demonstrated ability to complete detailed work accurately.
- Effective oral and written communication skills.
- Ability to work with human study participants.

Certificates and Licenses Required

- None

Physical Requirements

- Frequently perform desk-based computer tasks, grasp lightly/fine manipulation, lift/carry/push/pull objects that weigh up to 10 pounds.
- Occasionally stand/walk, sit, use a telephone, writing by hand, and sort/file paperwork or parts.
- Rarely twist/bend/stoop/squat, kneel/crawl, rarely reach/work above shoulders, and operates foot and/or hand controls.

Work Standards

- **Interpersonal Skills:** Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- **Promote Culture of Safety:** Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu/>

Working Conditions

- May be exposed to blood borne pathogens.
- May be required to work non-standard, extended or weekend hours in support of research work.

Final offers of employment are contingent upon successful completion of national criminal background check, national sex offender registry search and, where applicable, driving record.

Stanford is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.

Job: Research

Location: School of Humanities and Sciences

Schedule: Full-time

Grade: D

Job Code: 4185