Research Assistant

Bank Street

New York, NY

Other

Posted on November 23, 2021

Job Description

Research assistantships are unique positions with the purpose of learning about the practice of research by supporting specific projects. Research assistants work under the supervision and guidance of their project's principal investigator(s) who will determine the specific work plan. This can include helping principal investigators (PI) to develop projects, assisting in training data collectors, analyzing data, and dissemination. As paid positions, this role bears great responsibility for helping principal investigators ensure that studies are conducted with fidelity to what was proposed to both funders and the Institutional Research Review Board (i.e., technically, ethically, and financially sound).

Responsibilities

More specifically, the research assistants for the *Disparities in New York City Preschool* project will be responsible for:

- Data collection:
  - Assisting to obtain informed consent
  - Participating in data collection training and achieving reliability for developed project measures
  - Scheduling virtual interviews, observations, and focus groups with participants
  - Providing participants with technical support before and during virtual interviews, observations, and focus groups
  - Assisting to conduct virtual interviews and observations
  - Co-facilitating virtual focus groups with families

- - Recording field notes and memos during interviews, observations, and focus groups

- Data management:

  - Secure recordkeeping, maintaining confidentiality of interviews and transcripts

  - Secure offline digital recording

  - Tracking participation (i.e., consent, refusal)

- Data entry

  - Accurately inputting or recording the above listed data sources

  - Assisting to complete interview and focus groups transcriptions using Rev.com

- Data analysis

  - Working with the PI to analyze textual/visual data (document analysis, content analysis)

  - Working with the PI to prepare analyzed data for dissemination (i.e., presentations, papers)

- Other duties as assigned and/or based upon individual professional development goals

Qualifications

- Understanding of culturally-responsive, family-centered practices
- Foundational understanding of qualitative methods
- Prior experience managing data
- Prior experience using GoogleMeet
- Effective communication, both verbal and in writing
- Ability to take supervisory direction and integrate constructive feedback
- Cultural self-awareness to work with a culturally and linguistically plural population
- Flexible thinking
- Integrity
- Completed NYC DOE fingerprinting/background check and active PETS registration
- Current human subjects training certificate (Collaborative Institutional Training Initiative is preferred; National Institutes of Health will be accepted)
- Bilingual in Spanish preferred

Application Instructions

https://apps.bankstreet.edu/administrative-offices/human-resources/job-opportunities/1186/research-assistant-4/

Additional Information

Bank Street College of Education is committed to preparing teachers and school leaders to teach students of all identities and backgrounds to push toward a time when this country no longer faces stark educational inequities. We recruit, develop, support, and retain a diverse staff, faculty, and graduate student body because we are committed to creating a diverse, inclusive, and actively anti-racist institution. We know, and the data supports, that diversity, equity, and inclusion cultivate an environment in which people of all backgrounds can thrive and this is critical to achieving our mission of building a better society through educational excellence and equity.

Notice to Applicant: COVID-19 Vaccination Policy

We appreciate your interest in employment at Bank Street College of Education. We would like to note that the College has a mandatory COVID-19 vaccination policy, which requires all faculty and staff to be fully vaccinated and provide proof of vaccination.